



INTERNSHIP OPPORTUNITY

Public Safety Department

\$16.12—\$19.56/hr.

The Position: The City of West Hollywood is looking for a graduate student to intern with the Public Safety Department. The ideal candidate is a self-starter with excellent analytic research and writing skills, with an emphasis in Emergency Management, Public Administration, Public Health, and/or Public Policy.

Responsibilities of the Job: Under Supervision of the Public Safety Director you will assist with emergency management projects; including planning and organizing information; assisting with research, and analyzing data for reports. Must be able to interpret, develop, and recommend improvement when necessary. Must have the ability to think and work independently, and possess strong verbal and written communication skills. Assist the Public Safety Department with various special event logistics and planning. Assist with community outreach projects, including attending Commission and/or Advisory Board meetings.

- Must be able to work 15-20 hours per week.
- Ability to conduct research and analyze data
- Knowledge of basic statistics, research, and report writing techniques
- In order to achieve the maximum benefits of the internship program, we prefer students who are interested in at least a six month commitment.

Requirements: Applicants must be currently pursuing a graduate degree in Public Health, Emergency Management, Law, Public Administration, Public Policy or a closely related field. Graduate student required. Eligibility to remain in the program is contingent upon school enrollment. **Proof of enrollment required.**

Applications are due by March 20 2019 by 5PM.

Applicants must submit a completed online City job application and supplemental questions by the filing deadline.

To apply and view additional job information please visit www.weho.org/services/employment. If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE.

The City of West Hollywood is an equal opportunity employer.

The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy.

If you have questions or need special accommodations with the recruitment process please contact:

Duane Cobb at (323) 848-6491 or dcobb@weho.org.