

Since 1984, the City of West Hollywood has established itself as one of the most progressive and innovative cities in the country. At only 1.9 square miles, West Hollywood is a robust economic and cultural center known for its iconic destinations such as The Sunset Strip and The Design District. The City offers a positive environment that embraces diverse backgrounds, encourages creativity and innovation, and rewards dedication to our most important goal – responding to the unique needs of our diverse community.

## THE OPPORTUNITY

The Strategic Initiatives Division, part of the City's Human Services and Rent Stabilization Department, is responsible for the City's Homeless Initiative, the Aging in Place/Aging in Community Strategic Plan, the development of a poverty reduction initiative and provides staff support to the City's Lesbian and Gay Advisory Board and Women's Advisory Board. This is an excellent opportunity to gain valuable experience working in a newly-established division.

## IDEAL CANDIDATE

The ideal candidate is a self-starter who is driven, detail oriented and able to handle multiple projects while working in a fast-paced environment.

*Responsibilities include, but are not limited to the following:*

- \* Preparing written documents, such as staff reports, correspondence and collateral materials
- \* Providing logistical support for Division events and work plan
- \* Researching relevant policy issues and analyzing data for studies, work plan development and other projects
- \* Assisting with preparation for a variety of internal and external meetings
- \* Working cooperatively with City employees, appointed officials and the public

## MINIMUM QUALIFICATIONS REQUIRED

- \* Applicants must be currently enrolled college students pursuing a degree in social work, public policy, sociology, public health, communications or closely-related fields
- \* Graduate students are preferred. Eligibility to remain in the internship program is contingent upon continued school enrollment
- \* Must be able to work up to 20 hours per week
- \* Must be able to work a flexible schedule, including occasional evenings and weekends
- \* In order to achieve the maximum benefit of the internship program, we prefer students who are interested in at least a one-year commitment
- \* Must demonstrate excellent writing and communications skills, have the ability to think creatively, work independently and well with others, and handle multiple projects
- \* Must possess strong research and analytical skills

**Deadline to submit applications: Open until filled**

**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/community/employment](http://www.weho.org/community/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](mailto:dcobb@weho.org).