



## INTERNSHIP

City Council Offices / City Manager's Department

\$16.12—\$19.56 (hourly)

*This is an excellent opportunity* to gain valuable experience working in a politically active environment. You will be responsible for assisting the various Council Offices and City Manager's Department with research and development of policy, projects and/or programs. The ideal candidate is a self-starter who is able to work independently and is comfortable seeking guidance and direction when necessary.

**Requirements:** Applicants must **currently** be pursuing a degree in Public Administration, Public Policy, Political Science, Government, Law, Urban Planning or a closely-related field. Graduate student is preferred. **Eligibility to remain in the program is contingent upon 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 benefits of the internship program, we prefer students who are interested in at least a year commitment.
- Must demonstrate excellent writing and communication skills, and have the ability to think creatively, work independently, and handle multiple projects.
- Possess research and analytical skills.

### *Responsibilities may include:*

- Preparing written documents such as staff reports, letters and resolutions.
- Researching policy issues and analyze data for studies and other functions.
- Assisting with meeting preparation and staffing for Commission and City Council meetings.
- Assisting with the coordination of City special events and programs.
- Providing administrative support to staff and may provide relief for reception desk.
- Work cooperatively with City employees and the public.
- Assist in collecting and analyzing data for performance measures, financial forecasts and other department functions and/or projects.

***Deadline to submit applications: March 29, 2019 at 5:00 p.m.***

**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 <https://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: Clarice Trinidad at (323) 848-6418 or [trinidad@weho.org](mailto:trinidad@weho.org).