

CITY OF WEST HOLLYWOOD

Innovation Intern

\$16.12 - \$19.56 hourly

Applications Due July 1, 2019

THE OPPORTUNITY

The Innovation Division's mission is to enhance the community's quality of life through innovation. The division provides solutions that enable partners across all City departments to engage, empower, and improve life for constituents and advance new ideas to stimulate creative solutions to complex urban challenges. The Innovation Division manages the WeHo Smart City Strategic Initiative, WeHoX Innovation and Technology Program, and the StreetMedia Program.

The Innovation Intern will perform a variety of functions related to innovation and smart city projects including assisting staff in developing and implementing civic innovation solutions, coordinating smart city projects and programs with other City departments and constituents, and engaging with other organizations to develop new solutions to civic challenges. The Innovation Intern assists staff on various complex projects, including preparing reports, research and analysis. The Intern also assists in planning, preparing and monitoring division events and community outreach activities.

THE IDEAL CANDIDATE

Imaginative and creative problem solvers with design thinking skills are wanted! The ideal candidate is fluent in Adobe Photoshop, InDesign, and Illustrator, has knowledge of user-centered civic service and program design, is versed in technology trends in West Hollywood and the region, and has an understanding of tools for community engagement.

The ideal candidate is a smart city aficionado, has knowledge or experience in data analytics/ visualization/ translation, and has great ideas about how to improve civic services and engagement through the use of technology, innovation, and design. A successful intern can communicate effectively with technologists and non-techies, and can communicate with multiple stakeholders within and outside government.

MINIMUM QUALIFICATIONS

Must currently be pursuing a degree in urban planning, architecture, urban design, public administration, computer science, or a closely related field. Must be able to work up to 20 hours per week beginning August/September 2019, ideally through the 2020-2021 school year.

APPLICATION DETAILS

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.

QUESTIONS

If you have questions or need special accommodations with the recruitment process please contact: Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org.

