



INTERNSHIP

Planning and Development Services Dept. / Long Range Planning Division

\$16.64—\$20.18 hourly

The Position: Under supervision, performs a variety of research and administrative duties, specifically within the Long Range Planning Division, in support of planning division functions. Up to 20 hours per week. Schedule is flexible; minimum of two full work days per week preferred. Ideally, the intern is available to attend staff meetings on Wednesday afternoons.



Current Long Range Planning Division projects include, but are not limited to:

- Sunset Boulevard Streetscape Pilot Project
- Sunset Billboard Policy
- West Hollywood Parklet Program
- Electric Vehicle Charging Technical Assistance
- Sustainability Outreach Initiatives
- Climate Action and Adaptation Plan
- Bike Share Program
- Pedestrian and Bicycle Mobility Plan

Responsibilities: Assist in a variety of land use and sustainability planning projects, such as community plans, Zoning Ordinance updates, and other efforts to implement the City's General Plan. Tasks may include: prepare workshop materials and visual aids and participate in community outreach efforts; compile, organize, process, and analyze data for the preparation, completion and presentation of assigned projects and reports; conduct field investigations and surveys; prepare written reports; perform basic research; respond to public inquiries; prepare maps and graphics; and participate in other projects as assigned.

Education and Experience: Must be a currently enrolled graduate student pursuing a degree in Planning, Architecture, or a closely related field. **Proof of current enrollment required.** Proficiency in PowerPoint, Excel, Word, GIS, Adobe, InDesign and Illustrator is desirable.

Application Requirements: An online City job application and supplemental questions must be completed. In addition, a cover letter, resume, writing and visual design samples must be submitted as part of the required application package.

Deadline to submit applications: Open Until Filled

Applicants must submit a completed online City job application and supplemental questionnaire by the filing deadline. To apply and view additional job information please visit www.weho.org/jobs. 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 ctrinidad@weho.org.