



## Internship Social Services Division

\$16.64 to \$20.18 hourly

**The City of West Hollywood** represents cutting edge government dedicated to serving the needs of its community. Come and be part of a nationally recognized, award winning Social Services team.

**The position of Social Services Intern-** This position will provide support to professional level staff on various social service related functions. The Intern will contribute to and participate in programs that provide the following services: HIV/AIDS; senior and disabled; homeless; mental health; physical health; food and nutrition; substance abuse; transportation; legal; employment; and children, youth and family. Must be able to work 16-20 hours per week.

### **Responsibilities may include-**

- Preparing written documents such as program summaries and staff reports.
- Researching policy issues, analyzing and summarizing data.
- Assisting with the coordination of special events and programs.
- Staffing community education and public health events.
- Acting as a liaison between the City and the general public.



**Requirements-** Must be currently enrolled in an accredited College or University and pursuing a degree in Social Work, Public Administration, Public Health or closely related field. Graduate level student is preferred. **Proof of enrollment is required.**

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

**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/services/jobs](http://www.weho.org/services/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](mailto:ctrinidad@weho.org).