

THE CITY OF WEST HOLLYWOOD IS SEEKING A

LONG RANGE PLANNING INTERN

Long Range Planning division

The Position: The City of West Hollywood is looking for a graduate student to intern with the Long-Range Planning (LRP) Division. The position will be open until filled. Students looking for internships beginning in the Fall 2020 are also encouraged to apply. The division is interested in a student who is passionate about the linkages between land use and transportation and sustainability. The ideal candidate is a curious, self-starter with excellent analytic research and writing skills, knowledge of principles and practices of urban planning, strong mapping and graphic abilities, and comfort working with the general public and making public presentations. Up to 20 hours per week.

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

- Sunset Arts & Advertising Program
- Sunset Gateway Design
- West Hollywood Parklet Program
- Willoughby Neighborhood Greenway
- Sustainability Outreach Initiatives
- Climate Action and Adaptation Plan
- Neighborhood Design Guidelines
- Pedestrian & Bicycle Mobility Plan Implementation

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. Because of the LA County stay at home order due to COVID-19, the intern may be required to work remotely for a duration of the internship.

Education and Experience: Must be a currently enrolled graduate student pursuing a degree in planning, architecture, or a related field. Proof of current enrollment required. Proficiency in PowerPoint, Excel, Word, GIS, Adobe InDesign and Illustrator desired.

Application Requirements: To apply, please submit a cover letter, resume, a writing sample, and samples of any visual or graphic design work (i.e., poster design for academic project, community outreach flyer, project communication materials, etc.).

\$17.16 - \$20.81 HOURLY
APPLICATION DEADLINE:
SEPTEMBER 8, 2020

For job details and requirements, and to apply online,
please visit www.weho.org/jobs

AA/EOE



City of West Hollywood
California 1984