

THE CITY OF WEST HOLLYWOOD IS SEEKING AN

# INNOVATION INTERN

in the City's Innovation Division

Apply your civic innovation, creative problem-solving, and design-thinking skills as the City of West Hollywood's Innovation Intern! The City's Innovation Division seeks an enthusiastic team member to support the development of innovation infrastructure at City Hall, implement smart city and emerging civic technologies, and advance new ideas to solve complex urban challenges. The Innovation Intern will perform various functions related to innovation and smart city projects, including assisting staff in developing and implementing innovative organizational change solutions, supporting training programs, growing the City's data analytics and digital government program, and coordinating smart city infrastructure projects.

#### Ideal Candidate:

- Passionate about improving civic services and engagement using technology, innovation, and design;
- Familiarity with principles of research and development of new or emerging ideas;
- Knowledge or experience in data frameworks and data-driven decision making; and
- Strong interpersonal skills and can communicate effectively with technologists and non-techies.

#### Education and Experience:

Must currently be pursuing a degree in urban planning, public administration, architecture, data science, business administration, or a closely related field. Proficiency in design thinking, data analytics, mapping principles, and Adobe Creative Suite is desired. Must be able to work virtually up to 20 hours per week beginning Spring 2021, ideally through Summer 2022 or beyond.

Application Requirements: To apply, please submit a cover letter, resume, a brief writing sample (5 pages max), and samples of any visual or graphic design work (i.e., poster design for an academic project, communication materials, infographics, websites, etc.).

**\$17.16 - \$20.81 HOURLY**  
**APPLICATION DEADLINE:**  
**FEBRUARY 3, 2021; 5PM PST**

For job details and requirements, and to apply online,  
please visit [www.weho.org/jobs](http://www.weho.org/jobs)

AA/EOE



City of West Hollywood  
California 1984