

CITY OF WEST HOLLYWOOD

INTERNSHIP OPPORTUNITY

Social Services Division/Transit Services

The position of Social Services/Transit Services Intern is in the City of West Hollywood's Social Services Division. The position provides technical support and administrative assistance in the oversight and administration of the City's social services and transit programs. The Intern will contribute to programs that provide the following: HIV/AIDS services; services for seniors; services for people with disabilities; services for people experiencing homelessness; mental health services; physical health services; food and nutrition services; substance abuse services; public transportation programs; legal services; employment services; and services for children, youth, and families. The ideal candidate is a self-starter who can work independently and is comfortable seeking guidance and direction when necessary.

Responsibilities may include-

- Researching policy and community issues, analyzing, and summarizing data.
- Preparing written documents such as program summaries and staff reports.
- Assisting with transit programs in developing marketing strategies and developing graphs and charts which demonstrate operational trends and include key performance indicators (KPI's) and other reports.
- Interacting with City residents who call or visit City Hall for information about social services and transportation programming.
- Developing, designing, and distributing outreach materials, including flyers, brochures, and social media posts.
- Assisting with the coordination of special events, community education and public health events.
- Acting as a liaison between the City and the general public.

Minimum Requirements-

- Must currently be enrolled in an accredited College or University and pursuing a Master's level degree in Social Work, Public Health, Urban Planning, Public Administration, or closely related field. Proof of enrollment is required. Must be able to work 16-20 hours per week.

\$17.16 - \$20.81 HOURLY
APPLICATION DEADLINE:
OPEN UNTIL FILLED

For Job details and requirements, and to apply online, please visit:
<https://agency.governmentjobs.com/weho/default.cfm?promotionaljobs=1>
EEO/AA



City of West Hollywood
California 1984