

THE CITY OF WEST HOLLYWOOD INVITES APPLICATIONS  
FOR THE POSITION OF

**RENT STABILIZATION INTERN**

**IN THE RENT STABILIZATION DIVISION (RSD)**

This internship is a great opportunity to be exposed to local rent stabilization programs, the implementation of rent regulations and ordinances, and the maintenance of housing standards and services. The Rent Stabilization Division oversees the City of West Hollywood rent stabilization program, tenant protections, and the inclusionary housing program. Interns have the opportunity to gain experience in the administration of rent regulations, noticing requirements, tenancy registration, and management of property records.

Specific duties include filing and routing Rent Stabilization records, entering registration database information, processing eviction-related documents, organizing property files (physical and digital), routine mailing (physical and digital), and data entry projects (Tenant Habitability Plan, rent registry, etc.).

The ideal candidate is able to work independently, possesses strong verbal and written communication skills, and naturally creates effective working relationships with other staff members and the public.

**Minimum Requirements:** Must be a college student, currently enrolled as an undergraduate or graduate and pursuing a degree in Urban Planning, Public Administration, Law, or a closely related field. Graduate student preferred.

- Must be able to work 15-20 hours per week.
- Must be able to commit to at least one year in the program.
- Eligibility to remain in the program is contingent upon school enrollment (proof of enrollment required).

**Apply now!: Applicants must complete the online City job application, supplemental questions, and submit a brief writing sample (5 pages max) by the filing deadline.**

**\$18.10 - \$21.95 HOURLY  
APPLICATION DEADLINE:  
JUNE 12, 2023 AT 5PM (PACIFIC)**

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

AA/EOE



City of West Hollywood  
California 1984