

THE CITY OF WEST HOLLYWOOD INVITES APPLICATION FOR

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with the Current & Historic Preservation Planning Division

JOB SUMMARY:

Under supervision, performs a variety of research and administrative duties on assigned projects in support of Current and Historic Preservation Planning functions. This is a part time position with generally up to 20 hours per week.

EXAMPLES OF DUTIES:

Assist in the daily administration of historic preservation and current planning, urban design, land use and CEQA. Assist in application review and customer service for Historic Preservation applications. Provide analysis, research and preparation of staff reports for Historic Preservation projects including: Mills Act Contracts; Nominations for Designation as a Cultural Resource; and Certificates of Appropriateness. Manage the City's Mills Act Program, including monitoring property work plans. 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. Update City Website. Participate in other projects as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

- Must be a college student, enrolled as an undergraduate or graduate, pursuing a degree in historic preservation, planning, architecture or a related field
- GIS and website experience desirable
- Eligibility to remain in the program is contingent upon school enrollment. Proof of enrollment required
- Students must be able to work approximately 20 hours per week during normal business hours
- This position is not eligible for remote work

\$19.60 - \$22.67 HOURLY
APPLICATION DEADLINE:
FEBURARY 5, 2024 AT 5:00 PM PACIFIC

For Job details and requirements, and to apply online, please visit:
weho.org/jobs
EEO/AA



City of West Hollywood
California 1984