

CITY OF LOS ANGELES
HUMAN SERVICES DEPARTMENT
Part-Time Job Opportunity

Administrative Intern/Community Outreach Intern

The Human Services Department was created in 2009 by the City of Los Angeles. The Department represents the consolidation of three previously distinct departments and areas of work including those issues and concerns related to women, children, youth and families and human relations. Part of the department's mandate is advocacy, the monitoring and development of policy, service coordination, and the creation of citywide partnerships. Through policy formulation, program coordination, partnership building and community outreach, the Human Services Department strives to ensure better outcomes for all of these groups and areas of concern. We presently have part-time employment opportunities on a variety of community organizing and engagement projects.

JOB DESCRIPTION:

The Administrative/Community Outreach Intern will assist with the delivery of several programs and services offered by Human Services Department, including several types of outreach and engagement activities. Duties may include, but are not limited to, clerical and receptionist tasks such as typing correspondence, completing forms, data entry, answering phones, and greeting visitors. Sorting and delivering correspondence, reports, and documents; ordering, distributing, and maintaining inventory of supplies; maintaining and tracking information; performing other administrative and office tasks as assigned.

Qualified interns may be assigned geographically and/or by project and may be responsible for several areas of work including, but not limited to, the scheduling and facilitation of community meetings, engagement activities and special events, data collection, analysis and record keeping, the development of outreach and other program related materials, presentations, documents and report writing.

REQUIREMENTS:

- Experience with community outreach and engagement activities
- Strong written and oral communication skills
- Excellent time management and organizational skills
- Strong computer skills including Microsoft Word, Excel, Access & publishing programs desired
- Ability to work evenings and/weekends, if needed
- California Driver's License and clean driving record required
- Bilingual preferred

SALARY: \$17.10 an hour.

This is a part-time, as-needed position that is exempt from Civil Service.

(This position is considered intermittent and is not a permanent civil service position with the City of Los Angeles. Therefore, the position does not qualify for retirement membership, vacation, sick leave, or holiday pay. Compensation is paid for hours worked only.)

HOW TO APPLY:

Applications will be accepted by EMAIL ONLY. Please send a resume and a cover letter to: elreta.jones@lacity.org.

APPLICATION DEADLINE:

Application will be accepted until sufficient applications are received. *Filing may close at any time.*