



Academic Internship Program

County of Los Angeles ♦ Department of Human Resources

Project No. 1252 PROJECT DESCRIPTION FORM

The following unpaid/course-credit internships are available.

Applicants who meet program requirements may be invited for an interview in order to assess their ability to perform the duties of the internship.

If you feel that you are qualified and wish to be considered for the internship, please visit us at:
<http://hr.lacounty.gov/academic->

Department: BOS, SD2

Number of Available Internships: 1

Project Titles: Development of Unincorporated Area Booklets

Closing Date: Open until filled

Project Period: immediate to the end of the school term

Internship Hours: 8-16 hours a week; flexible depending upon Interns' schedules.

Project Descriptions:

Constituent Services Team (CST)

Development of Unincorporated Area Booklets

The Intern will work with the CST to develop a written product for each of the unincorporated areas within the Second Supervisorial District (SD2). This will involve research, interviews with constituents and community stakeholders, touring the unincorporated areas, working with photographers and graphic artists, interacting with County staff, drafting, and revising and finalizing the booklets.

Project Locations: Remote and/or at one or more of SD2's offices, including at the Hall of Administration, Exposition Park, Lennox, or Vermont (Korea-Town) locations. Duties may involve site visits and meetings in the community.

Required Courses or Relevant Experience:

All candidates should possess excellent reading, research, analytical (text and data), and writing skills. The candidate should also be a self-starter with the ability to work independently and responsibly, and be able to balance school commitments with work commitments. Courses in Public Policy, Urban Planning, and Environmental Sciences may be helpful.

"To Enrich Lives Through Effective And Caring Service"



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Required Education Level: (Check all that apply)

Baccalaureate

X

Graduate

X

Doctorate