



Los Angeles City Career Pathways Program

**Up to 1,000
Hours
@ \$16.90
an hour**



PAID Internship Opportunities with the

BUREAU OF STREET LIGHTING DEPARTMENT

Positions Available

Intern Positions	Intern Title	Brief Description of Duties	Location	Hours
1	Student Worker	<ul style="list-style-type: none"> Create content for reports, social media and other outreach materials Work with field office staff to determine locations projects/work being done in the field. Travel to said locations and document with photos/videos' and provide content and draft social media posts 	1149 South Broadway Ave. STE 200	20 hrs/wk
1	Student Worker	<ul style="list-style-type: none"> Will work with assigned supervisor to establish a plan and system to scan/digitize streetlighting plans and documents, eliminating hard copy files; file cabinets throughout the Bureau. Will work with administrative staff to determine requirement for records retention and communicate with divisions regarding what can be digitized and carry out plan 	1149 South Broadway Ave. STE 200	20 hrs/wk
1	Student Worker	<ul style="list-style-type: none"> Support personnel section with general administrative duties; carrying out local, State, and Federal rules/policies Misc HR-related duties such as hiring, certification management, data entry, candidate/employee correspondences, etc. 	1149 South Broadway Ave. STE 200	20 hrs/wk

<p><u>Eligibility Requirement:</u></p> <ul style="list-style-type: none"> Must be a student at one of the colleges of the Los Angeles Community College District (LACCD) Live in the City of Los Angeles Complete a HIRE LA's Youth Application Between the Ages 18-25 	<p><u>How to Apply:</u></p> <ul style="list-style-type: none"> To apply or for more information scan the QR Code to fill out the Interest Form A submission of a resume to your career coach for review will be required. <p>Candidates are encouraged to apply early !</p>
Interviews	Selected Candidates Start Date
ASAP	ASAP

SCAN ME



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