



LOS ANGELES CITY CAREERS INTERSHIP PATHWAYS PROGRAM

PAID INTERNSHIP OPPORTUNITIES WITH THE OFFICE OF LOS ANGELES CITY COUNCILWOMAN TRACI PARK

PROGRAM OVERVIEW

Under general direction of the field office team the constituent services intern independently performs a variety of constituent casework and administrative duties as well as special projects for the Office of Councilwoman Traci Park representing the 11th Council District in the City of Los Angeles. This position encompasses a wide variety of responsibilities, duties, and opportunities to grow and learn.

POSITIONS AVAILABLE

UP TO **1000 HOURS** @ **\$16.90** AN HOUR

Intern

Positions	Brief Description of Duties	Division	Hours
4	This position encompasses a wide variety of responsibilities, duties, and opportunities to grow and learn. the duties assigned: responsible for processing constituent inquiries and complaints, including entering contacts in a tracking database, sending agency referrals and working with other internal staff to ensure an accurate and timely response. Among other duties assigned.	City Hall & Field Office	20-25

ELIGIBILITY REQUIREMENTS:

- Must be a student at one of the colleges of the LACCD
- Live in the City of Los Angeles
- Complete a HIRELA's Youth Application
- Between the Ages of 18 to 26

HOW TO APPLY:

To apply or for more information, please contact your LA College Promise Works career coach. Submission of a resume to your career coach for review is required. **The deadline to apply is ASAP.** Candidates are encouraged to apply early.

INTERVIEWS & SELECTED CANDIDATES START DATE: ASAP

COLLEGE

ELAC, LA City
Pierce, Mission, Valley
Harbor, SouthWest
Trade, West L.A. Santa Monica*

CAREER COACH

April Munoz
Sima Shishmanyman
Alma Barrera
Jonathan Lopez-Herrera

E-MAIL

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SCAN ME



TRACI PARK

COUNCILWOMAN ★ LOS ANGELES COUNCIL DISTRICT 11