

Los Angeles City Career Pathways Program

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



PAID Internship Opportunities with the COMMUNITY INVESTMENT FOR FAMILIES DEPARTMENT

Positions Available

Intern Positions	Intern Title	Brief Description of Duties	Location	Hours	Start Date
3	Volunteer Income Tax Assistance Site Aid	Will support the Free Tax Prep LA Campaign with outreach and community events. Training will be provided and once certified, may prepare basic individual federal and state tax return. Light clerical work.	Garland Building may need to attend events off-site and on weekends	15-20 hrs/wk	December 11, 2023
1	Administrative Aid	Work on projects, emails, scheduling meetings, and other duties as assigned related but not limited to the Community Action Board and Commission on Community and Family Services	Garland Building Telecommuting	10-15 hrs/wk	December 11, 2023

Eligibility Requirement:

- 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

How to Apply:

- 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.

Candidates are encouraged to apply early !

Interviews

ASAP

Selected Candidates Start Date

ASAP

SCAN ME



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