

CITY OF LOS ANGELES - DEPARTMENT OF RECREATION AND PARKS

Partnership Section
221 N Figueroa St., 1st Floor
Los Angeles, CA 90012

Administrative Intern I (Part-Time)

Starting: \$24.27 per hour

(The current salary range is subject to change. You may confirm the starting salary before accepting a job offer.)

Job Description:

The City of Los Angeles Department of Recreation & Parks maintains parks and administers recreation programs for the city. The Partnership Section facilitates the participation and support of non-profit organizations, sponsors and donors for the benefit of the Department.

The candidate may communicate with executive, administrative, and field-operations staff to collect, record, analyze, and ultimately manage reports for the Department as needed. Assignments may involve working with spreadsheets to organize, record & file data; draft reports, research policies and information. May assist patrons and business representatives in person and by telephone; will practice various routine and repetitive tasks that normally follow established procedures including data input to online systems and will focus on general office clerical work which may require independent judgment.

Schedule:

Approximately 20 hours per week (up to 1,000 hours per year), candidates may work three to five days every week. Set schedule will be established by mutual agreement. Candidates will be working at Recreation and Parks' headquarters (address mentioned above).

Minimum Qualifications:

- Be proficient in Microsoft Office applications. (Word, Excel, PowerPoint, etc.)
- Must have a valid California Driver's License and the ability to drive around the downtown area.
- Ability to operate various office machines including: computers with various software, photocopiers and related equipment.
- Ability to type, proofread, and serve as a receptionist.
- College degree desired, but not required.

Experience and Education:

- College degree or completion of college junior year and continuing education towards a four-year degree required.
- Strong organizational skills and provide keen attention to detail.
- Exercise good judgment and interact with staff in a professional manner.
- Communicate effectively verbally and in writing.

How to Apply:

Interested candidates should apply via email.

Email Resume To - rap.partnerships@lacity.org

Subject Line should read "Administrative Intern Position"

Open until all positions are filled.

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at:

https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf