



CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
CABRILLO MARINE AQUARIUM



Administrative Intern I

(1 Position Available)

Salary: \$24.27 / Hour

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

The Department of Recreation and Parks is recruiting for one Administrative Intern I, who is a part-time, at-will employee who will work a maximum of 1,040 hours per year at Cabrillo Marine Aquarium.

AVAILABLE HOURS/LOCATION:

- 15-20 hours per week, may work three to five days every week. Set schedule will be established by mutual agreement.
- Cabrillo Marine Aquarium, 3720 Stephen M White Dr., San Pedro, CA 90731

DESCRIPTION OF DUTIES:

- Communicate with Aquarium Senior Staff and outside organizations to collect, record, analyze, and manage Right of Entries (ROE), as needed. Assignments may involve working with spreadsheets to organize, record & file data; draft reports, templates, research policies and information.
- Back-up contact for data entry for purchase orders and credit card packets
- General administrative duties and assist Operations Director

QUALIFICATIONS:

- Proficient in Microsoft Office applications. (Word, Excel, PowerPoint, etc.)
- Ability to be tactful and effective in communication
- Ability to operate various office machines and related equipment.
- Ability to type and proofread
- Must possess a valid California Driver's License and a good driving record
- Must be responsible, dependable, and communicative
- Ability to follow directions, use good judgement and work under minimum supervision

EXPERIENCE AND EDUCATION:

- College degree or completion of junior year of college and continuing education towards a four year degree required.
- Strong organizational skills and provide keen attention to detail.
- Communicate effectively verbally and in writing.

TO APPLY: Please email your resume to, connie.duran@lacity.org

Deadline July 26, 2024 or Until Sufficient Applications Are Received

An Equal Employment Opportunity Employer

As a covered entity under the Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities

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