



## Winter/Spring Internship Opportunity

### City of Los Angeles Department of City Planning- Policy and Project Planning Units

The City of Los Angeles Department of City Planning is looking for intern candidates. This non-paid internship is available for 2012 (February- June, can be extended if desired). Candidates are ideally available for 16 - 20 hours/week. While this is an unpaid internship, those selected will be working closely with professional level planners on policy, research and community outreach efforts. The internship offers an enriching experience for new planners or students wishing to gain hands-on practice in urban planning. Multiple internships are available.

#### Position Summary/Job Description

The Department is working on a number of exciting and challenging projects, including coordination of regional transportation projects, updates to several of its general plan land use elements, such as updates to the Mobility and Housing Elements, drafting of a new Health Element, development of design overlay and specific plans, implementation of the bike plan and the review of new development projects. Interns' tasks may include:

- Issue-specific research and analysis
- Policy development, report and recommendation writing
- Review of development projects for design and plan consistency
- Review of CEQA documents
- Web site development and maintenance
- Community meeting preparation, participation and outreach
- Graphics creation using SketchUp, Photoshop, or Illustrator
- Preparation of presentations
- Data entry and records management
- Various general support duties

#### Requirements

- Experience or education in Urban/City Planning, Political Science, Architecture
- Word, Excel, Powerpoint proficiency
- Experience with GIS, AutoCAD, SketchUp, Photoshop, Illustrator preferred, but not required
- Available 16–20 hrs/week

Ideal candidates are familiar with the City of Los Angeles, enjoy problem-solving, and are highly motivated and detail-oriented.

#### To Apply

Email your resume and statement of interest in the program with description of relevant skills to Cherry Yap, [cherry.yap@lacity.org](mailto:cherry.yap@lacity.org), by **12 noon, January 30, 2012**. Please call 213.978.1164 for questions.

Interviews will be held **early Feb** (by phone or in person). Start date anticipated **mid Feb, 2012**.