Department of Recreation and Parks
Admin Intern Position Description

Job Listing Date: TBD
Deadline to Submit: TBD
Job Position: Admin Intern I part-time position available: 2 Positions
Starting Pay: $21.64 per hour

Qualifications/Requirements:
● Must be a current college senior continuing education or a graduate with a bachelor’s degree
● Experience working with a Content Management System (Drupal, Wordpress, etc.)
● Experience coding web pages from scratch (HTML, CSS, Javascript)
● Knowledge of responsive web design
● Ability to work and coordinate with a team
● Critical thinking and troubleshooting skills
● Must have previous experience developing web projects (Portfolio and/or Github is a bonus)

Hours and Availability: 20 hours a week

Job Description
This is a part-time, paid internship with the City of Los Angeles Recreation and Parks Web Team. You will have an opportunity to collaborate with a small team of developers and designers creating new web experiences for various Recreation and Parks programs. You will also be given small, self-directed projects that you will be expected to plan and deliver.

Front End Web Development Intern

Duties include:
● Updating web page content using a Content Management System
● Assisting with design and development of single-page and small, multi-page web sites
● Working with clients on UI and feature design
● Troubleshooting and fixing bugs

Primary Work Location:
Civic Center in Downtown Los Angeles (Currently Remote)

To Apply:
Please email your resume to:
Jonfrel Bernales
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