

**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS**



ADMINISTRATIVE INTERN II (1535-2)

Salary pay range \$25.67 - \$27.85 per hour

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

Description of Duties:

The office of the Assistant General Manager is seeking an Administrative Intern to assist with duties to include, but not limited to; scheduling, drafting correspondences, reports and memos, electronic and hard copy filing, assist with developing and tracking program budgets (Excel, etc.), multiple special projects, grant research, statistical reports, board reports, developing databases, develop program evaluation forms and surveys, assist with existing grant progress reports, assist with marketing correspondences, social media management, and other related office duties.

Must have strong verbal and written communication skills, and be proficient in spreadsheet software and functions to assist with budget tracking. Experience with Microsoft Office and Google Drive, strong organization skills and the ability to communicate with others in a professional manner is required.

Available Shifts/Hours: Minimum 10 hours a week, maximum 20 hours a week, possible weekend hours. (Hours may vary)

Qualifications: Completion of four years of education in a recognized college or university is required. Experience with office administration, fundraising, writing, marketing outreach and budget tracking is highly desired. Efficient in Microsoft suite, (Word, Excel, Power point, etc.) and Google Drive and must have a valid driver license.

To Apply: Send resume and a cover letter via email to: Aryssa Durrell at Aryssa.Durrell@lacity.org. Your cover letter should outline why you feel you are the most qualified candidate to be hired as an Admin Intern II and related work experience.

Last day to apply: Open until 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