

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



EXPO CENTER

3980 Bill Robertson Lane
Los Angeles, CA 90037
(213) 763-0114

ADMINISTRATIVE INTERN II (1535-2)

Salary pay range \$17.03 – \$25.60 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:

Position I: This position is located in the Executive Director's Office. Ability to multi-task and work independently performing the following tasks: Assist with multiple special projects, grant research, statistical reports, board reports, develop grant database, compile materials for grant submissions, draft correspondence, assist with developing program budgets (Excel), develop program evaluation forms and surveys, assist with existing grant progress reports, related office duties.

Position II: This position is located in the Principal Recreation Supervisor Office. Ability to multi-task and work independently performing the following tasks: Coordinating volunteers, creating databases, prepare and track budgets, must have strong verbal and written communication skills, Experience with Microsoft Office and Google Drive, strong organization skills and the ability to communicate with others in a professional matter.

Available Shifts/Hours: 2 positions available. 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. Office administrative experience utilizing computers to perform research and produce documents as required. Experience with grants development and fundraising 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 Statement of interest via email to: Kenya Wiley at Kenya.Wiley@lacity.org. Your Statement of Interest should outline why you feel you are the most qualified candidate to be hired as an Admin Intern II. The statement must be in Arial 12 pt. font, double-spaced, no more than two (2) pages in length, and have "normal" margins (i.e., 1" margin on all sides).

Last day to apply: September 17, 2022

If selected for an interview, a written test will be given