

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)

Salary: \$24.55 - \$26.63 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: grant research, statistical reports, board reports, development of grant database, compiling materials for grant submissions, letter writing, assist with program budgets (Excel), extensive knowledge of Google Suite, develop program evaluation forms, assist with existing grant progress reports, related office duties.

Position II: This position is located in the Executive Director Office. Graphic Design experience is a must. Development of marketing materials and social media content for the EXPO Center and collateral programs. Ability to create decks using Canva. Experience with Microsoft Office (preferably Access and Excel), Google Suite, strong organization skills, related office duties, and the ability to communicate with others in a professional matter.

Position III: This position is located in the Principal Recreation Supervisor Office. Ability to multi-task and work independently performing the following tasks: Creating a database, preparing a budget, must have strong verbal and written communication skills, Experience with Microsoft Office (preferably Access and Excel), Google Suite, strong organization skills and the ability to communicate with others in a professional matter.

Available Shifts/Hours: Four positions available. Minimum 10 hours a week, Maximum 20 hours a week. (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 is required. Experience with grants development and fundraising highly desired. Efficient in Microsoft suite, (Word, Excel, Power point, etc.) and must have a valid driver license.

To Apply: Send Resume and a Statement of interest via email to: Patricia Delgado at trish.delgado@lacity.org. Subject Line: Administrative Intern Resume (Name) 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: June 26, 2023

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