

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 pay range \$23.59 per hour

**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 (preferably Access, Excel), 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, PowerPoint, etc.) and Google Workspace and must have a valid California driver license.

**To Apply:** Send resume and a statement of interest via email to: Kenya Wiley at [Kenya.Wiley@lacity.org](mailto: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 1" margin on all sides.

**Last day to apply:** Until sufficient resumes are received.