

Position Descriptions

District Office Program Description

The Office of Council President Herb J. Wesson, Jr. is seeking applicants to the Spring 2018 Internship Program- District Office. Field Interns will be responsible for supporting field deputies on constituency casework, serving as liaison to other governmental agencies, non-profits and community organizations. This internship will culminate in a final presentation on a topic relevant to the 10th Council District. Interns will either work on an individual research project related to their coursework OR work on the Koreatown Homeless Project (a collaboration with the Korean American Coalition). Fluency in Spanish or Korean is a plus.

Requirements:

Bilingual in Korean or Spanish a plus. Must be passionate about government, public service, community investment and development. Must enjoy a quick paced environment and engaging with diverse groups of constituents, departments, private entities, etc. Please be aware this internship will require some field work within a 5 mile radius of the District Office.

Expectations

- Front desk admin support (phones, OMS, assisting with case research, greeting guests, in-house certs)
- Attend at least two community meetings/events
- Attend at least one Team Wesson event
- Work with coordinator to identify one long term research project to be completed by end of program
- Will be assigned short term projects by various deputies, who must submit assignments to COORDINATOR ONLY
- Learn the geography of CD 10, and learn about city departments

Responsibilities include:

Administrative support (Answering calls, providing constituency with public services, supporting staff on various projects, providing case work support, participating in community events and meetings, shadowing field staff on grid assignments and staffing events, drafting briefing papers, legislative research, and one of two projects:

1. Korean homeless project
 - a. Intern will collaborate with KAC intern team to formulate an Action Plan to create a database on the Korean homeless population
 - b. This project will culminate in a final presentation to the staff that will include a research proposal, identified research tools, and policy recommendations supported by community feedback

2. Research project related to coursework
 - . Intern will propose research topic related to community development
 - a. Jamie and intern will have weekly meetings following up on this project
 - b. This project will culminate in a final presentation to staff. Course credit available.

Those who would like to be considered for the internship should email jamie.hwang@lacity.org a resume and cover letter.

Communications Position Description

This individual will play an integral role on Los Angeles City Council President Herb Wesson's communications team. The role will focus primarily on creating meaningful content for various digital channels. Over the course of the internship, this individual will help expand the Council President's social media footprint, as well as gain valuable experience in working in political communications.

This role requires someone who is comfortable in a fast-paced environment, detail-oriented and driven by results. We are looking for a candidate with strong writing skills and experience in brand development. A general knowledge of graphic design, video editing and photography are musts.

Responsibilities:

- Generate written content for the website and newsletter
- Create video packages and/or photo campaigns
- Provide creative input on digital strategy and content creation
- Monitor and provide updates on news and digital trends
- Design and offer support on graphic designing needs
- Assist in communications needs including maintaining media lists
- Assist with event planning and press conferences

Qualifications:

- Junior or senior in undergrad
- Proficiency in Premiere or another video editing program
- Proficiency in digital marketing platforms including MailChimp
- Experience using Canva or the Adobe Creative Suite, particularly InDesign & Photoshop
- Working knowledge of HTML programming and HTML/Web editors/ WordPress
- Experience and/or have proficient knowledge of marketing email, social media, mobile and digital campaigns
- Knowledge of public affairs and citywide political landscape
- Detail-oriented and able to coordinate multiple work streams for on-time project delivery

- Strong writing skills
- Great attention to detail and strong organizational skills
- Analytic and technical mind, with a creative eye

If the above description sounds like you and fits your background, please contact
Caolinn Mejza at caolinn.mejza@lacity.org