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INTERNSHIP OPPORTUNITY SPECIAL PROJECTS FELLOW

The Department of Public Works consists of more than 5,500 employees and is responsible for the design, construction, renovation, and operation of public projects ranging from bridges to wastewater treatment plants and libraries; curbside collection and graffiti removal; and maintenance of streets, sidewalks, sewers, streetlights and street trees. The Department is governed by the Board of Public Works (BPW), a five-member full-time executive team that is committed to delivering projects and programs that enhance quality of life, economic growth, public health and the environment to all Angelenos.

This paid internship position will be responsible for conducting research and drafting policy papers; monitoring legislative and community activities that impact City programs and policies; supporting City and community events; and assisting with other special projects, as assigned.

Intern qualifications include:

- Able to commit a minimum of 20 hours a week
- Excellent verbal and written communication skills and a positive attitude
- Outstanding research and analytical skills
- Organizational and administrative abilities
- A high attention to detail
- The ability to work effectively in a fast-paced environment with minimal guidance
- A commitment to public service

To apply for an internship with the Board of Public Works, please send a résumé, cover letter, and a writing sample to Jessica.Caloza@lacity.org, Board of Public Works Commissioner, with “BPW Internship” as the subject. Please also indicate your ideal work schedule, including days and hours you are able to work.

