

CITY OF LOS ANGELES

CALIFORNIA

COMMISSIONERS

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Commission on the Status of Women

Shirin Buckman, Executive Director
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ERIC GARCETTI
MAYOR

COMMISSION ON THE STATUS OF WOMEN

Description:

The City of Los Angeles Commission on the Status of Women is a 7-member Commission tasked with empowering women and girls in Los Angeles. The Commission researches the needs and resource gaps of women and girls in Los Angeles and provides policy recommendations to City Departments, City Council, and the Mayor on the implementation of its goals. The Commission seeks an intern that will work directly with the Executive Director of the Commission. Graduate student preferred; however, undergraduate students with strong research and writing skills will be considered.

Responsibilities:

Specific duties include, but not limited to:

- Assist with researching and writing grant proposals for funding supporting the Commission's various programs;
- Assist with coordinating planning of Commission events;
- Assist with program and policy implementation as needed;
- Administrative duties as needed; and
- Assist with research and writing policy recommendations to provide to various elected offices and City departments.

Qualifications:

- Strong research and writing skills required;
- Event coordination and planning experience;
- Familiarity with social media and corresponding technology;
- Experience in data collection and synthesis;
- Ability to work in fast-paced environment and able to meet fast-approaching deadlines with great attention to detail; and
- Familiarity with the LGBTQ community, including appropriate pronoun usage.

How to Apply:

To apply, submit resume, writing sample that demonstrates ability to synthesize research into written report form, and cover letter outlining your interest in this position, along with your availability to Patricia.Villasenor@lacity.org. Applications must be received no later than March 15, 2016.