



**ERIC GARCETTI**  
MAYOR

## **INTERNSHIPS WITH THE OFFICE OF PUBLIC ENGAGEMENT LOS ANGELES MAYOR ERIC GARCETTI**

### **Mayor's Office of Public Engagement**

The Office of Public Engagement serves diverse communities and works with elected officials throughout the City of Los Angeles to promote the Mayor's "Back to Basics" agenda. Public Engagement interns will have the opportunity to work on projects related to community engagement, the Mayor's Youth Council, and constituent services. Additionally, interns will have an opportunity to work directly with Mayor's staff and participate in weekly events.

### **Candidates**

Perspective interns must be undergraduate or graduate students, or recent graduates of a two or four-year University or Vocational School. Ideal candidates must be able to communicate well, display a record of high academic achievement, demonstrate a commitment to public service, and be able to work in a fast-paced environment. Candidates shall also maintain a high standard of ethics and integrity in a work environment.

### **Qualifications**

- Exceptional oral and written communications (writing sample required)
- Outstanding research and analytical skills
- Organizational and administrative abilities
- Demonstrates maturity to work successfully in professional and fast-paced setting
- Self-motivated and can work independently
- Strong computer literacy—must have working knowledge of Excel, Word, and Powerpoint
- Understanding a basic program and financial management is a plus
- 10-12+ hours per week for a minimum of 1 semester/quarter

### **Opportunities to Engage with the following Departments:**

- Immigrant Affairs
- Intergovernmental Affairs
- Federal Affairs

### **How to Apply**

Internship candidates should send resume, writing sample, and cover letter (detailing interest in internship) to [Amanda.mejia@lacity.org](mailto:Amanda.mejia@lacity.org). Subject title should say, "Mayor's Office of Public Engagement: Internship Opportunity". For additional questions, please use the above email.