

**CITY OF LOS ANGELES**  
**Commission for Children, Youth and Their Families**  
Part-Time Job Opportunity

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***Administrative Intern/Community Outreach Intern***

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The Commission for Children, Youth and Their Families was created in 1995 by the Mayor's Office and City Council. The Commission's mandate is to promote a safe, healthy, and nurturing environment for every Los Angeles child through advocacy and policy, service coordination, and the creation of citywide partnerships. Through policy formulation, program coordination, partnership building and community outreach, the Commission strives to ensure better outcomes for children, youth and families. We presently have part-time employment opportunities on a variety of community organizing projects.

**JOB DESCRIPTION:**

The Administrative/Community Outreach Intern will assist with the delivery of several programs and services offered by The Commission for Children, Youth, and their Families, including several types of outreach and engagement activities. Duties may include but are not limited to clerical and receptionist tasks such as typing correspondence, completing forms, data entry, answering phones, and greeting visitors. Sorting and delivering correspondence, reports, and documents; ordering, distributing, and maintaining inventory of supplies; maintaining and tracking information; performing other administrative and office tasks as assigned. Interns may be assigned geographically and/or by project and may be responsible for several areas of work including, but not limited to, the scheduling and facilitation of community meetings, engagement activities and special events for the Kid Watch LA programming and the Los Angeles Youth Council (LAYC); data collection, analysis and record keeping; the development of outreach materials, presentations documents and report writing.

**REQUIREMENTS:**

- Experience with community outreach and engagement activities
- Strong written and oral communication skills
- Excellent time management and organizational skills
- Strong computer skills including Microsoft Word, Excel, Access & of publishing programs desired
- Ability to work evenings and/weekends if needed
- California Driver's License and clean driving record required
- Bilingual preferred

**SALARY:** \$17.10 an hour.

This is a part-time, as-needed position that is exempt from Civil Service.

(This position is considered intermittent and is not a permanent civil service position with the City of Los Angeles. Therefore, the position does not qualify for retirement membership, vacation, sick leave, or holiday pay. Compensation is paid for hours worked only.)

**HOW TO APPLY:**

Applications will be accepted by EMAIL ONLY. Please send a resume and a cover letter to: [Sandra.Yeh@lacity.org](mailto:Sandra.Yeh@lacity.org).

**APPLICATION DEADLINE:**

Application will be accepted until sufficient applications are received. *Filing may close at any time.*

Commission for Children, Youth and Their Families  
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(213) 978-1840 – (213) 978-1846/TDD

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER