

# CITY OF LOS ANGELES, CA

## Mayoral Internship Program

### Message From *Mayor Antonio Villaraigosa*

As Mayor of the City of Angels, I thank you for your interest in serving as a mayoral intern in the second largest and most diverse city in the nation. While interning in my administration, you will be offered an exciting and rewarding opportunity to work closely with the best and brightest on such important issues as education, intergovernmental relations, energy and the environment, community affairs, public finance, transportation, communications, public safety, economic development, ethics, and the office of my legal counsel.

With a hands-on philosophy central to the Mayoral Internship Program, you will have an opportunity to work in concert with members of my staff—including Deputy Mayors and other Senior Advisors—and contribute substantively to the development and implementation of an innovative, ambitious, and compelling policy agenda focused on transforming Los Angeles into a model city that takes the lead on issues of local, state, and national significance. Each member of the Mayor's Office will rely on you as a colleague, and, accordingly, will expect of you nothing less than a strong work ethic, the highest level of integrity, and a willingness to take on a variety of tasks. To be sure, the work will be challenging, rewarding, and potentially life-changing.

A career in public service is the most honorable undertaking because it recognizes a greater communal purpose. I thank you again for your interest in serving the people of Los Angeles through the Mayoral Internship Program.

### Program Overview

The Mayoral Internship Program provides a unique opportunity of experiential learning for some of this country's best and brightest undergraduate and graduate students. Those selected to participate will be assigned to a team—headed by a Senior Advisor or Deputy Mayor—and will work closely and, at times, in concert with all levels of government, in addition to City commissions and departments, on a breadth of issues related to the team's focus area.

Placement assignments are made based on a combination of factors, including the needs of the Mayor's Office and the Mayoral Intern's skill set and



  
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expressed interest in a specific area. Mayoral interns will perform a variety of tasks, which may involve policy research and development, drafting memoranda and briefs, community engagement, outreach and education, and legal research and analysis.

Internship opportunities are available in the following areas:

- Administration – Work on creating a plan of action and strategy for the Mayor’s Office of Administration.
- Chief of Staff – Respond to urgent matters; and coordinate and support the work of the Mayor’s senior staff.
- Communications – Contribute to the development and implementation of media strategies using appropriate awareness and sensitivity. Gain hands-on experience in media relations, website and press material development, and special events and press conference planning.
- Energy and Environment – Work on preparing an analysis of the Department of Water and Power’s proposed water rate increase and natural gas surcharge.
- Homeland Security and Public Safety – Work on City’s Master Emergency Operations Plan and related annexes, research public safety policy initiatives and reforms, and assist with grant compliance issues.
- Housing and Economic Development – Work on the development of policy and the administration of programs, projects, and initiatives pertaining to housing and economic development in the City of Los Angeles. Sub-teams include LA’s Business Team, International Trade, Strategic Planning and Policy Development, and Minority Business Opportunity Center.
- Legal Counsel – Assist in providing legal research and advice to the Mayor and to members of his staff on a range of federal, state, and local matters through, among other tasks, conducting legal research and drafting memoranda.
- Legislative & Intergovernmental Relations – Work on legislative matters at the federal, state, and local levels by conducting research, drafting correspondence, preparing briefings, and organizing trips for the Mayor.
- Neighborhood and Community Services – Work toward broadening opportunities for civic engagement among City residents and other community partners.
- Protocol – Work with the City’s liaison to 93 consulates represented in the City.
- Education, Youth and Families - Responsible for developing education policy for the City and overseeing a

variety of departments that span the educational spectrum. EYF works with the Department of Cultural Affairs, Recreation & Parks, City Libraries, The Commission for Children Youth & Families, LA’s BEST, Department of Aging, and El Pueblo to optimize the City’s support of education and educational programs for all the City’s children.

- Performance Management – Assist in improving delivery of City services by creating service delivery initiatives in partnership with City departments and measuring initiative results against desired outcomes.

## The Candidates

Prospective mayoral interns should be enrolled as undergraduate or graduate students at an accredited college or university. Recent graduates will also be considered. The ideal candidate will have strong written and oral communication skills, a record of academic achievement, a demonstrated commitment to public service, the ability to work in a fast-paced environment, have great interpersonal skills, and an understanding of the importance of maintaining a high level of ethics and integrity in the work environment.

Specific skills and abilities for each team can be accessed on our website.

## Compensation

The Mayor’s Office will work with those universities/colleges that offer students an unpaid/course credit option. A limited number of stipends may be available to selected mayoral interns. Limited space for parking is available.

## How To Apply

Interested candidates can apply for summer, fall, winter, and spring intern positions online at [www.allianceresourceconsulting.com](http://www.allianceresourceconsulting.com).

Application Deadline: **December 21, 2007**

Questions and inquiries may be directed to:

Eric Middleton *or* Gisela McLean

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