

The Office of Mayor Antonio Villaraigosa

Mayoral Internship Program: An 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 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.

The Candidates

Prospective mayoral interns will be recent high school graduates with admittance to two or four year colleges or vocational schools, undergraduates, graduate students, and recent graduates of institutions of higher learning. The ideal candidate will have strong written and oral communication skills, a record of academic achievement, a demonstrated commitment to public service, and an ability to work in a fast-paced environment. They will also have great interpersonal skills and an understanding of the importance of maintaining a high level of ethics and integrity in the work environment. All applicants must have a minimum G.P.A. of 3.0 to be considered.

Opportunities

Internship opportunities are available in the following areas:

- **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 the Mayor's green agenda and assist in policy matters, including climate change, sustainability, alternative fuels, energy and water conservation, recycling, biking, and other environmental issues.
- **Homeland Security and Public Safety** – Work on policies related to the Los Angeles Police Department, Los Angeles Fire Department and the City Emergency Management Department regarding public safety policy initiatives and reforms.
- **Office of Economic & Business Policy** – 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. 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. Outstanding, motivated, and highly qualified first or second year law student.
- **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.
- **Office of Protocol** – Work with the City's liaison to 96 consulates represented in the City.
 - draft geopolitical briefing for meetings with Consuls General and or foreign dignitaries
 - maintain diplomatic correspondence between the Consular Corps, foreign dignitaries
 - assist in planning events for foreign dignitaries

- **Education**– Be a part of the team – participate in team meetings, agenda setting, and prioritization.
Gain experience in education reform and work with one of the leading education reformers in the country.
- **Performance Management & Finance** – Assist in improving delivery of City services by creating service delivery initiatives in partnership with City departments and measuring initiative results against desired outcomes; provide assistance in addressing the budgetary needs of the City.
- **Gang Reduction and Youth Development** – Assist in coordinating GRYD's comprehensive violence reduction strategy across the City focusing on initiatives such as: gang prevention, intervention, reintegration and youth development. Interns will have the opportunity to provide administrative support as it relates to office projects and events, and will gain a wealth of knowledge in this innovative and developing field.
- **Media**–Mayor Villaraigosa is currently seeking interns who specialize in social media, graphic design, web programming, and video and are looking for high-level political communications experience.
 - Interns will work with the Director of New Media and will gain invaluable knowledge in the area of political new media tools. This is an unpaid internship that requires at least 12-15 hours of work per week.

Requirements:

*Must be highly motivated, responsible, punctual, and committed.

*Must have experience in **AT LEAST ONE** of the following: Web 2.0 tools, Photoshop, Illustrator, Lightroom, Final Cut Pro, Flash, Java, Drupal, HTML

Application Process – Summer 2012

The mayoral internship online application can be found by visiting Alliance's website, www.alliancerc.com.

Once on Alliance's homepage, you will need to click on the "Current Searches" icon. Then click on the "Internships" icon. You will be taken to a page with the heading "Internship-City of Los Angeles Mayor's Office." You should click on the "register" icon at which time you will be prompted to create a login account.

Once you have logged in, you will be requested to provide additional information including a cover letter, a resume, a writing sample, references, and areas of interest, e.g., Mayor's Office of Housing and Economic Development and Office of the Counsel to the Mayor. It is absolutely imperative that all requested information be provided if you are to be considered.

The Summer 2012 Mayoral Internship Program will go from May 28 – August 31, 2012. The application deadline for the Summer 2012 program is March 31, 2012. You will be able to apply starting March 15, 2012.

If you have any questions about the Mayoral Internship Program please feel free to contact me. My information is below.

Thanks and good luck!

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