The Los Angeles County Probation Department is expanding its intern program. We are now heavily recruiting criminal justice interns at both the undergraduate and graduate levels.

**Critical Skills**
- Strong oral and written communication skills; present solutions to problems
- Excellent customer service and interest in working with the public in Small Claims Court.
- Ability to interview consumers, learn and apply relevant consumer laws. Active listening skills.

**Project Description**
- The work will include conceptual design, schematic design, design development and construction documentation preparation.
- Consumer Sciences/Affairs, Business Law or Paralegal Studies majors are desirable.
- Excellent customer service skills and interest in working with the public in consumer protection. No previous experience required.
- Law, Administration of Justice, Business Law, Public Administration, Women’s Studies or related majors.

**Possible Major**
- Paralegal studies majors are desirable.
- Business Law or Paralegal Studies majors are desirable.

**Location**
- Los Angeles, CA 90012
- Alhambra, CA 91803
- Las Vegas, NV 89101

**Applicants who meet program requirements may be invited for an interview in order to assess their ability to perform the duties of the internship.**

Please visit our Website to verify your eligibility: [http://hr.lacounty.gov/academic-internships/](http://hr.lacounty.gov/academic-internships/)
443 Community Health Education and Health Promotion -Undergraduate Level
Address health disparities that arise from inequitable social, economic, and environmental conditions for residents, interns and volunteers will assist with planning, implementing, and evaluating public health programs and activities; participate in research analysis of identified public health issues; create and test health education-related materials based on community needs; conduct community outreach; and participate in internal/external committees and/or collaborations. The Undergraduate Intern is placed within the Community Liaison Unit of the Regional Health Office.

Must currently be a student in an undergraduate Health Education or related Undergrad level program, interested students should have good organization skills, attention to detail, ability to utilize evidence based resources, good communication skills, dedication, excellent writing skills, and knowledge of Microsoft Word, Excel, and Publisher.

Generating or assessing solutions, clarifying or criticizing health education information and materials; generating program ideas for hard-to-reach populations.

Excellent oral and written communication skills. Other languages preferred but not required.

Department of Public Health
SPA 7 Area Health Office
Whitner Public Health Center
865 S. Painter Avenue
Whitner, CA 90602
SPA 8 Area Health Office
Curtis Tucker Health Center
23 W. Manchester Blvd
Inglewood, CA 90301

449 Women’s Health Data Projects
Assist with a variety of women’s health data projects for the Office of Women’s Health including:

1. Participating in the planning, development and production of the Health Indicators for Women in Los Angeles County data report.
2. Developing health briefs on a variety of topics relevant to Women’s Health.
3. Compiling data sources and reports for the DWN Women’s Health Data website.
4. Performing data analysis on existing databases with the goal of developing public reports and providing information for future program planning.

Qualification and/or Biostatistics major; experience with SAS; experience with reviewing and interpreting data; knowledge of Women’s health issues is a plus.

Basic understanding of Epidemiology and/or Biostatistics principles. Attention to detail. Generating or assessing solutions.

Must include cover letter with resume.

Department of Public Health
Office of Women’s Health
500 S. Spring Street
6th Floor, Unit #5120
Los Angeles, CA 90012

546 MCAH Research, Evaluation and Planning Internship (Revised)
Address health disparities that arise from inequitable social, economic, and environmental conditions for residents. Interns and volunteers will assist with planning, implementing, and evaluating public health programs and activities; participate in research analysis of identified public health issues; create and test health education-related materials based on community needs; conduct community outreach; and participate in internal/external committees and/or collaborations. The Graduate Intern is placed within the Community Liaison Unit of the Regional Health Office.

Must currently be a Master’s Degree accredited program of study with specialization in Public Health Education, Community Health Education, or equivalent. Interested graduate students should possess excellent organization, written and oral communication skills, exhibit dedication and great attention to detail, work effectively in team settings, be able to conduct research on evidence based practices, and be knowledgeable of Microsoft Office software applications.

Generating or assessing solutions, clarifying or criticizing health education information and materials; generating program ideas for hard-to-reach populations.

Excellent oral and written communication skills. Other languages preferred but not required.

Knowledge of biostatistics and research design methods.

Department of Public Health
SPA 7 Area Health Office
Whitner Public Health Center
865 S. Painter Avenue
Whitner, CA 90602
SPA 8 Area Health Office
Curtis Tucker Health Center
23 W. Manchester Blvd
Inglewood, CA 90301

469 Community Health Education and Health Promotion -Graduate Level
Address health disparities that arise from inequitable social, economic, and environmental conditions for residents, interns and volunteers will assist with planning, implementing, and evaluating public health programs and activities; participate in research analysis of identified public health issues; create and test health education-related materials based on community needs; conduct community outreach; and participate in internal/external committees and/or collaborations. The Graduate Intern is placed within the Community Liaison Unit of the Regional Health Office.

Must currently be a Master’s Degree accredited program of study with specialization in Public Health Education, Community Health Education, or equivalent. Interested graduate students should possess excellent organization, written and oral communication skills, exhibit dedication and great attention to detail, work effectively in team settings, be able to conduct research on evidence based practices, and be knowledgeable of Microsoft Office software applications.

Generating or assessing solutions, clarifying or criticizing health education information and materials; generating program ideas for hard-to-reach populations.

Excellent oral and written communication skills. Other languages preferred but not required.

Knowledge of biostatistics and research design methods.

Department of Public Health
Office of Women’s Health
500 S. Spring Street
6th Floor, Unit #5120
Los Angeles, CA 90012

518 Graphic Design Intern
A Youth Identity Theft Prevention Website aimed at educating young people about ID theft. Content will be set in a “classic detective” theme. Project hours are flexible. Some work may be completed out-of-office.

Informed candidates should be strong in graphic arts, graphic design or related majors.

Should have the ability to implement a strategic plan for graphics and site layout. Create health-friendly campaign branded icons. Should also have the following abilities: Adobe Dreamweaver, Flash, Photoshop, and ability to make Web-optimized icons and images. Knowledge of other design software plus. Ability to work as a team with a web developer.

Consumer & Business Affairs
600 W. Temple ST. Room B-16
Los Angeles, CA 90012
<table>
<thead>
<tr>
<th>Project #</th>
<th>Project Title</th>
<th>Project Description</th>
<th>Possible Major</th>
<th>Critical Skills</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>Headquarters Culinary Rotation</td>
<td>This project will provide the unique opportunity to work at the Sheriff's Headquarters (SHQ) cafeteria providing breakfast, lunch, special catering events and beverage service to employees, as well as guests and visitors. This environment will allow you to gain culinary administrative skill, food safety knowledge, experience culinary industrial food machinery, food presentation skill, create and/or present menu ideas as well as work with standardized recipes. You will also be able to liaise with members of the sheriff's department, low cooks, dietitians, and other kitchen personnel. By completion of your internship, you should be prepared to join further classes, be knowledgeable of HACCP regulations, and have built management skills necessary for hospital, hotel, government, and catering agencies. You will be able to use industrial culinary equipment, present food and its appealing eye-appealing manner; you will also be able to standardize and create recipes for menu selection.</td>
<td>Education staff with creating health education/outreach material; assisting with community outreach events as needed.</td>
<td>Communication skills.Must have the ability to work independently and/or as a part of a team. Good writing skills. Able to work with others, and possess a good work ethic.</td>
<td>Los Angeles County Sheriff's Department Food Services Unit 150 Bauchet Street, Room #B15 Los Angeles, CA 90012</td>
</tr>
<tr>
<td>103</td>
<td>Health and Safety Assistance Intern</td>
<td>Intern will assist with the provision of the health and safety program to department employees. This unit develops, implements, and maintains various programs in health and safety and is a resource to DVM employees for all health and safety-related issues. Duties include assisting the Safety Officer with researching and developing Cal/OSHA mandated programs, and reviewing and updating existing programs. Other projects will include assisting the Health and Safety Coordinators with conducting and reviewing facility inspection surveys to identify hazards and recommended course of actions, as well as coordinating evacuation exercises and making recommendations.</td>
<td>College-level majoring in Health and Safety majors with at least one year of educational training. Interns are expected to be open-minded, willing to learn, have enthusiasm, work well with others, and possess a good work ethic.</td>
<td>Demonstrate problem-solving skills to provide quality food productions.</td>
<td>Department of Mental Health 511 S. Vermont Ave, 7th Floor Los Angeles 90005</td>
</tr>
<tr>
<td>104</td>
<td>Culinary Intern</td>
<td>This program is designed to give participants a hands-on view of what it is like to work in a professional setting. You will gain hands-on experience in food preparation, serving, and catering events.</td>
<td>College-level majoring in Health and Safety majors with at least one year of educational training. Interns are expected to be open-minded, willing to learn, have enthusiasm, work well with others, and possess a good work ethic.</td>
<td>Demonstrates critical thinking and decision-making abilities in time management, menu planning, employee evaluation, and combines academic training, practical experience, critical thinking, information technology, and problem-solving skills to provide quality food productions.</td>
<td>Hospitality Program 511 S. Vermont Ave, 7th Floor Los Angeles 90005</td>
</tr>
<tr>
<td>105</td>
<td>Veterinary Public Health Intern (for DVM or VMD 4th year students)</td>
<td>Students are required to complete an in-depth analysis of the duties at a station detective bureau and how they apply to lessons learned in the classroom.</td>
<td>Students are required to complete an in-depth analysis of the duties at a station detective bureau and how they apply to lessons learned in the classroom.</td>
<td>Literature synthesis. Prioritization of subject matter for analysis and reporting. Understanding variations in approaches for different audiences (general public vs. professionals).</td>
<td>Public Health 813 N. Figueroa St, 8th Floor Los Angeles, CA 90012</td>
</tr>
<tr>
<td>106</td>
<td>WEDACS Academy/Staff Development Intern</td>
<td>An intern is needed to assist the WEDACS Training Academy with the planning, implementation, delivery and evaluation of department wide training programs and curricula. Tasks include:</td>
<td>Behavioral or Social Sciences majors.</td>
<td>Must possess advanced working knowledge of Microsoft Word, Excel, PowerPoint and/or Mac Key Note. Excellent customer service and interpersonal skills, excellent oral presentation and written skills, and advanced written communication skills.</td>
<td>Workforce Development, Aging and Community Services (MDACS)</td>
</tr>
<tr>
<td>107</td>
<td>Program and Policy Development Unit Intern</td>
<td>The SPA 4-5 and Area Health Office is looking for an energetic Public Health Intern to support the Program and Policy Development Unit of the Area Health Office. In this role, the Public Health Intern will support the unit's community engagement and workforce development functions, as well as provide administrative support. Duties of the position are but not limited to: assisting with planning, coordinating, facilitating, and/or evaluating staff meetings and/or trainings; conducting research and literature reviews; assist with conducting community assessments and create resource lists; support policy efforts by tracking relevant local and statewide policies; assist Health Education staff with creating health education/outreach material; assisting with community outreach events as needed.</td>
<td>Must currently be a student in a Masters Degree accredited program of study with specialization in Public Health or equivalent. Interested students should: be proficient in Microsoft Office Suite and be able to effectively use all levels of customers in a professional demeanor; ability to meet multiple deadlines and manage multiple projects; ability to organize and prioritize multiple assignments; understand and apply grammar rules and principles; create documents in many formats; print, web-based, training materials, or other professional or electronic documents; readily accept and incorporate constructive criticism; work independently and/or as a part of a team.</td>
<td>Generating or assessing solutions; generating program ideas for hard-to-reach populations.</td>
<td>Department of Public Health 813 S &amp; 6 Area Health Office</td>
</tr>
</tbody>
</table>
1048 Office of Emergency Management Intern

**Project Description**
The Los Angeles County Chief Executive Office/Office of Emergency Management is looking for energetic self-starters with a passion for humanitarian disaster relief projects and missions. Our internship opportunities are varied but are categorized as being mostly administrative/project management oriented and usually a re-use of one of several emergency management phases: Preparedness/Initiation, Response, or Recovery. Sample internship opportunities include but are not limited to: assisting with writing emergency management plans, developing government budget documents and providing fiscal tracking support; GIS mapping, helping coordinate trainings and exercises, and developing crisis communication deliverables and community outreach strategies. These are just a few examples of potential duties - our internship opportunities vary widely, so gain contact if you have an interest in learning more about our current placements. If you are interested in learning more about emergency management while also expanding your skills set in project management and learning more about government from a regional perspective, this internship is a good fit for you.

**Possible Major**
- Education and DPH Communication to support the effective dissemination of information within the organization over time and across populations served. Conduct research on aspects of women's health and pending legislation; and other related activities.
- Assists in implementing effective communication models that can be utilized in a large organization and/or assist in the development of a communication model that will be effective in DPH.
- Assist in developing an action plan to implement communication model.
- Assist in developing curriculum for the communication model, as well as teaching components of the model to DPH employees.
- Assist in evaluating the effectiveness of the model within DPH by developing an online survey.
- Assist in promoting membership in DPH nursing staff to increase effective communication with all DPH nursing staff.
- Assist in developing a standard approach on how new policies are communicated to staff.

**Critical Skills**
- Must include cover letter with resume.
- Must possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail; work effectively in team settings; be able to conduct research on evidence-based practice; and be knowledgeable of Microsoft Office software applications.

**Location**
- Public Health–Nursing Administration, 491 N Figueroa Street, Room 347, Los Angeles, CA 90012

1049 Working Administration – Graduate Student

**Project Description**
The working administration student will provide technical assistance to nursing employees in Nursing Education and Nursing Informatics skills to achieve their program goals.

**Interns for this project will:**
- Assist in planning, and developing evidence-based training programs aimed at increasing staff skill in evidence-based public health practice and information technology.
- Assist in preparing training to enhance the skills of public health employees.
- Develop evaluation tools to measure effectiveness of trainings.
- Conducts post teaching analysis.
- Updates/revise internal/external websites.
- Assist in teaching opportunities for education/training.
- Networks with various graduate programs from other schools to promote Public Health and LA County.
- Data entry.
- Assist in data management and analysis.
- Develop various reports.
- Assist in providing help desk support.

**Possible Major**
- Assist in developing PowerPoint presentations and training materials; event preparation and follow-up; taking notes at committee meetings; computer research on aspects of women’s health and pending legislation, and other related activities.
- Assist in developing a standard approach on how new policies are communicated to staff.

**Critical Skills**
- Must possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail; work effectively in team settings; be able to conduct research on evidence-based practice; and be knowledgeable of Microsoft Office software applications.

**Location**
- Public Health–Nursing Administration, 491 N Figueroa Street, Room 347, Los Angeles, CA 90012

1051 Women’s Health Policy and Programs Intern

**Project Description**
With a variety of projects related to addressing current women’s health issues. These include preparing the community for the substantial increase in the aging population within the Women and Healthy Aging series of community dialogues, developing a healthcare consumer protection campaign; and the Data Services Project for a core team to bring relevant data from the “Health Indicators for Women in Los Angeles County: Highlighting Disparities by Ethnicity and Poverty Level” report to communities of color who are most impacted by the findings and demonstrate effective ways to use the data for new and/or improved programs and strategies to begin closing the health inequity gaps.

**Interns for this project will:**
- Assist in developing a standard approach on how new policies are communicated to staff.
- Assist in developing curriculum for the communication model, as well as teaching components of the model to DPH employees.
- Assist in evaluating the effectiveness of the model within DPH by developing an online survey.
- Assist in promoting membership in DPH nursing staff to increase effective communication with all DPH nursing staff.
- Assist in developing a standard approach on how new policies are communicated to staff.

**Possible Major**
- Women’s Health: Public Health, Women Studies or related majors.
- Must include cover letter with resume.

**Critical Skills**
- Must possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail; work effectively in team settings; be able to conduct research on evidence-based practice; and be knowledgeable of Microsoft Office software applications.

**Location**
- Public Health–Nursing Administration, 491 N Figueroa Street, Room 347, Los Angeles, CA 90012

1052 Community/Partner HIV/AIDS Access Program (CPAP)/Outreach

**Project Description**
The project is a 4-year, $15 million grant funded by the California Department of Health Services (CDHS) and the Health Services Administration (HA) to provide access to care for low-income, uninsured individuals living with HIV/AIDS. This project is designed to provide services in a community-based setting and work with underserved and hard-to-reach populations to help them access care.

**Interns for this project will:**
- Assist in developing a standard approach on how new policies are communicated to staff.
- Assist in developing curriculum for the communication model, as well as teaching components of the model to DPH employees.
- Assist in evaluating the effectiveness of the model within DPH by developing an online survey.
- Assist in promoting membership in DPH nursing staff to increase effective communication with all DPH nursing staff.
- Assist in developing a standard approach on how new policies are communicated to staff.

**Possible Major**
- Public Health Administration, Public Health, Women Studies or related majors.
- Must include cover letter with resume.

**Critical Skills**
- Must possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail; work effectively in team settings; be able to conduct research on evidence-based practice; and be knowledgeable of Microsoft Office software applications.

**Location**
- Public Health–Nursing Administration, 491 N Figueroa Street, Room 347, Los Angeles, CA 90012

1054 Pharmacy Administration Intern

**Project Description**
This is a 4-year entry-level clerkship for fourth year PharmD students.

**Interns for this project will:**
- Assist in developing a standard approach on how new policies are communicated to staff.
- Assist in developing curriculum for the communication model, as well as teaching components of the model to DPH employees.
- Assist in evaluating the effectiveness of the model within DPH by developing an online survey.
- Assist in promoting membership in DPH nursing staff to increase effective communication with all DPH nursing staff.
- Assist in developing a standard approach on how new policies are communicated to staff.

**Possible Major**
- Public Health Administration, Public Health, Women Studies or related majors.
- Must include cover letter with resume.

**Critical Skills**
- Must possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail; work effectively in team settings; be able to conduct research on evidence-based practice; and be knowledgeable of Microsoft Office software applications.

**Location**
- Central Health Center, 611 W Figueroa St., Room B-9, Los Angeles, CA 90012

1055 Space Planning/Facilities Management Intern

**Project Description**
Interns will work with the management team of the Department of Public Health – Administrative Services to evaluate, develop, and improve upon the administrative infrastructure for delivering space planning and facilities management services to their constituents. Work can include, but not limited to the review of space planning documents, development of policies and procedures associated with space planning and facilities management, development of back and resources of constraints, and other special projects.

**Interns for this project will:**
- Assist in developing a standard approach on how new policies are communicated to staff.
- Assist in developing curriculum for the communication model, as well as teaching components of the model to DPH employees.
- Assist in evaluating the effectiveness of the model within DPH by developing an online survey.
- Assist in promoting membership in DPH nursing staff to increase effective communication with all DPH nursing staff.
- Assist in developing a standard approach on how new policies are communicated to staff.

**Possible Major**
- Public Health Administration, Public Health, Women Studies or related majors.
- Must include cover letter with resume.

**Critical Skills**
- Must possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail; work effectively in team settings; be able to conduct research on evidence-based practice; and be knowledgeable of Microsoft Office software applications.

**Location**
- Department of Public Health – Administrative Services, 6535 Ferguson Drive, Suite 3308, Commerce, CA 90040
Supply Chain Management Intern

Intern will work with the management team of the Department of Public Health – Administrative Services to evaluate, develop, and improve the administrative information for supply chain management. Work can include, but not limited to the review of existing procedures and policies, development of policies and procedures associated with supply-chain management, development of tools and resources for constituents, and other special projects.

At least senior level with a major in Public Health Administration, Health Administration, Public Administration, Supply Chain Management, and/or Logistics.

Required Critical Thinking Skills: Problem Solving, Ability to work within the framework of departmental policies and procedures. Ability to manage projects, coordinate with stakeholders, and open to constructive feedback. Required Data and Written Communication Skills: Intern must have advanced writing skills. They must have the ability to quickly learn and analyze complex concepts and articulate them into written reports. Required Research Analysis: Conduct a gap analysis by researching existing established policies and observation of current practice. Analyze qualitative and quantitative data from collected evaluations to implement improvements.

Los Angeles County Commission for Community Services (WDASC)

1074 Ombudsgroup-funded on Child Abuse

This primary focus of this project involves two of ICAN critical initiatives: the annual ICAN Case Report, and the Monthly Child and Adolescent Suicide Review (MCASR) meeting. The position will be supervised and report directly to the ICAN Program Administrator that oversees these two initiatives. Specific duties will include, but are not limited to: preparing papers (case notes, signs, agreements, forms of confidentiality, etc.) for the monthly ICAN meetings, note-taking during the meetings, researching social network sites (such as Facebook) for relevant information; attending the monthly data meetings and participating in the review of agency data reports, analyzing the reports for trends and assisting in developing new and creative ways of presenting data and information. These efforts will culminate in publication of the 2014 State of Child Abuse in Los Angeles County Annual Report. All related tasks are administrative and generalist and will require no specific knowledge, education or experience related to the identification, treatment or prevention of child abuse.

Bachelor’s or a related major: Social Welfare

Relevant fields of study would include Public Administration, Statistics, Anthropology, Psychology, Sociology, Business Administration, Medicine, Human Behavior, etc.

Hotel and Family Services

1070 Video Production Intern

The Department of Workforce Development, Aging and Community Services (WDASC), Executive Branch is seeking an intern to assist in the creation of promotional videos, social media documentaries, public service announcements, and still photography work. In addition the intern will be assisting with editorial work to help produce and write articles, and announcements for the department website.

Current undergraduate (A.A., B.A.), or graduate level (M.A.) student in Film/Media/Video Production, or related major.

Experience with shooting with digital video cameras. Editing experience with Final Cut Pro, After Effects, Compressor. Experience with setting up for video projects/some green screen knowledge also. Still photography experience. Must be analytical and detail oriented; a self-starter with the ability to prioritize competing projects. Must possess excellent communication skills both verbal and written. Should have knowledge of film editing, film making techniques, and the ability to analyze long hours of video to edit down to concise, approximately 2 to 5 minutes videos.

Workforce Development, Aging and Community Services (WDASC)

1073 Forensic Program (AGA) Intern

To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in the development of the AAA Area Plan Needs Assessment. Tasks and Dates may include: Researcher information by identifying, locating and extracting relevant data and information (e.g., reading, collecting, downloading, interviewing from local sources e.g., Internet search engine, library materials, government and technical reports, knowledgeable individuals in order to conduct sufficient, valid, and reliable data for analysis and decision making purposes. Compile complex information (by organizing and categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways) in order to facilitate analysis. Analysis using qualitative and/or quantitative analytical methods in order to understand and derive fact based conclusions. Often from large amounts of information, identifies issues and problems requiring additional research and study and appropriate action to ensure sound study results. Develops and/or recommends the development of policies, programs, or procedures to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success. Prepares a variety of documents (e.g., reports, business correspondence, memorandums) and adapting formats suitable to the purpose and using relevant software programs (e.g., word processing, desktop publishing, presentations) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the governing boards). Interacts with a variety of individuals (e.g., vendors, managers, representatives of external agencies/oragnizations) when participating in meetings, mediating disputes, making presentations, providing advice and/or consultation services, etc., in order to communicate, share ideas, present recommended solutions, gain agreement and, coordinate activities. Coordinates activities, such as those of contractors, consultants, outside agencies, etc., to ensure that programs are successfully planned, implemented, and/or evaluated. Monitors programs and processes by gathering and analyzing relevant information in order to ensure that processes are complete and stable, and that programs are proceeding as intended. Evaluates program effectiveness by comparing outcomes to goals in order to determine in order to determine whether to continue or modify the program. Performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; reviewing, processing, and routing documents; by appropriately applying federal and state laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and requirements.

Students must have a Minor in Psychology or Public Administration, Gerontology, Sociology, or other related Social Sciences.

Students must have classes or a Minor in Public Administration, Gerontology, Sociology, or other related Social Sciences. Students must have classes or a Minor in Public Administration.

University (M.F.A.) student in Film/Media/Video Production, or related major.

Students must have classes or a Minor in Public Administration, Gerontology, Sociology, or other related Social Sciences. Students must have classes or a Minor in Public Administration.

University (M.F.A.) student in Film/Media/Video Production, or related major.

Students must have classes or a Minor in Public Administration, Gerontology, Sociology, or other related Social Sciences. Students must have classes or a Minor in Public Administration.

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University (M.F.A.) student in Film/Media/Video Production, or related major.

Students must have classes or a Minor in Public Administration, Gerontology, Sociology, or other related Social Sciences. Students must have classes or a Minor in Public Administration.

University (M.F.A.) student in Film/Media/Video Production, or related major.

Students must have classes or a Minor in Public Administration, Gerontology, Sociology, or other related Social Sciences. Students must have classes or a Minor in Public Administration.
**Project Title:** Supplemental Nutrition Assistance Program (SNAP-Ed Program)

**Project Description:** Gain experience through the County of Los Angeles, Anne Agency on Aging (AAA) by participating in data collection and the evaluation of the SNAP-Ed Program. Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences or taking classes to become a Registered Dietitian.

**Critical Skills:** Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences or taking classes to become a Registered Dietitian.

**Possible Major:** Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences or taking classes to become a Registered Dietitian.

**Location:** Workshop Development, Aging and Community Services (WDACS) 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010

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**Project Title:** The VSCSEP Program

**Project Description:** Gain experience through the County of Los Angeles, Anne Agency on Aging (AAA) Title V Senior Community Service Employment Program (SCSEP) by performing research on federal Department of Labor (DOL) and California Department of Aging (DOA) SCSEP policy for the development of AAA Title V SCSEP Program Metrics and other program related documents.

**Critical Skills:** Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences or taking classes to become a Registered Dietitian.

**Possible Major:** Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences or taking classes to become a Registered Dietitian.

**Location:** Workshop Development, Aging and Community Services (WDACS) 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010

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**Project Title:** Materials Management Intern

**Project Description:** Working with materials management, interns will be able to develop efficient methods for tracking and accounting requisition forms, create systems and procedures for employee on-boarding and off-boarding of various programs, and streamlining/hygiene internal operations and workflows within the department. Students will analyze and assess problems with current policies and suggest solutions for problem solving. As new and exciting changes are implemented in current practice, interns will gain insight into project development and program planning of supply and asset inventory.

**Critical Skills:** Will be in Public Administration, Business Administration, Facility Management, Engineering, or other related field. Baccalaureate

**Possible Major:** Will be in Public Administration, Business Administration, Facility Management, Engineering, or other related field. Baccalaureate

**Location:** Public Health 6555 Fergurson Drive, Suite 320 Commerce, CA 90022

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**Project Title:** Commission for Women - Research/Staff Assistant Intern

**Project Description:** The Los Angeles County Commission for Women provides a nurturing environment for students who wish to pursue careers or educational goals focused on work with women and girls in a variety of settings and with a range of challenges in areas such as healthcare, aging, veterans, faith-based, workplace, family and community. The interns will work closely with one or more Commissioners who will assist them in the stated outcomes.

**Critical Skills:** The interns should have an understanding of women's issues, be able to research to find statistics in various areas, and have the ability to work on their own with minimal direction. The interns must be a Junior, Senior or graduate level university student, engaging in Communications, Journalism, Political Science, Psychology, Public Administration, Sociology, Women Studies or related majors.

**Possible Major:** Will be interested in Women's Studies or related majors. Possible majors include: Public Health, Gerontology, Business Administration or related field with emphasis in Women's Studies or related majors.

**Location:** Los Angeles County Commission for Women 600 West Temple Street, Room 332, Los Angeles, CA 90012

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**Project Title:** Housing for Substance Use Merilable Clients

**Project Description:** The Los Angeles County Department of Public Health Substance Abuse Prevention and Control (SAPC) is responsible for administering the County's alcohol and drug programs. SAPC contracts with over 300 community-based organizations to provide alcohol and drug prevention, intervention, treatment and recovery services throughout Los Angeles County. The Intern will be assisting in the development of a comprehensive plan for providing housing for individuals with substance use disorders.

**Critical Skills:** Knowledge and experience in housing and/or substance abuse disorders. Graduate level student enrolled in Public Health, Public Administration, Public Policy, Social Work and/or other Social Science programs.

**Possible Major:** Will be interested in Women's Studies or related majors. Possible majors include: Public Health, Gerontology, Business Administration or related majors.

**Location:** Public Health Substance Abuse Prevention and Control 1000 S. Fremont Ave. Bldg. A-9 West, 8th Floor, Altadena, CA 91001

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**Project Title:** Public Health-Administrative Services/Statistics Intern

**Project Description:** Assist in collecting and analyzing data, preparing charts and reports, gathers and analyzes data on existing programs, conducts surveys, and studies. Tabulates, charts, and analyzes statistical data by making computations and comparisons. Process large amounts of data for statistical modeling and graphic analysis. Report results of statistical analyses, including information in the form of graphs, charts, and tables. Develop an understanding of fields to which statistical methods are to be applied in order to determine whether methods and results are appropriate. Other duties as needed to ensure smooth operations of administrative services related matters.

**Critical Skills:** At least a senior level with a major in Statistics, Mathematics or related field with emphasis in SAS, Stata or SPSS. Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio. Ability to conduct literature reviews, draw conclusions from research, analyse and think critically, and write clearly and concisely.

**Possible Major:** At least a senior level with a major in Statistics, Mathematics or related field with emphasis in SAS, Stata or SPSS. Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio. Ability to conduct literature reviews, draw conclusions from research, analyse and think critically, and write clearly and concisely.

**Location:** Department of Public Health – Administrative Services 6555 Fergurson Drive, Suite 320 Commerce, CA 90022

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**Project Title:** Emergency Planning

**Project Description:** Assist in developing plans, policies and procedures. Assist with special projects associated with Supply Chain Management, Grant Management, Business Management, Customer Service Improvement, and other administrative assignments. Identify problems and implement or recommend solutions. Proofread documents and other written work. Take notes, prepare briefs, and write synopses of professional literature. Other duties as needed to ensure smooth operations of administrative services related matters.

**Critical Skills:** At least a senior level with a major in Public Health Administration, Public Administration, Business Administration or related field with emphasis in administrative management skills.

**Possible Major:** At least a senior level with a major in Public Health Administration, Public Administration, Business Administration or related field with emphasis in administrative management skills.

**Location:** Department of Mental Health Hollywood Moffett Pavilion 1224 North Virgil Ave., Los Angeles, CA 90012

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**Project Title:** Public Health-Administrative Services Intern

**Project Description:** Assist in drafting forms, policies and procedures. Assist with special projects associated with Supply Chain Management, Grant Management, Business Management, Customer Service Improvement, and other administrative assignments. Identify problems and implement or recommend solutions. Proofread documents and other written work. Take notes, prepare briefs, and write synopses of professional literature. Other duties as needed to ensure smooth operations of administrative services related matters.

**Critical Skills:** At least a senior level with a major in Public Health Administration, Public Administration, Business Administration or related field with emphasis in administrative management skills.

**Possible Major:** At least a senior level with a major in Public Health Administration, Public Administration, Business Administration or related field with emphasis in administrative management skills.

**Location:** Department of Public Health – Administrative Services 6555 Fergurson Drive, Suite 320 Commerce, CA 90022

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**Project Title:** Healthy Aging

**Project Description:** Assist with a variety of aging projects for the Office of Women’s Health including:
1. Participate in organizing and building the Los Angeles Alliance for Community Health and Aging (LAACHA) coalition.
2. Engage stakeholders in LAACHA.
3. Assist with planning and development of meetings and/or conferences; assist with communication strategies and communicating with partners.
4. Assist with variety of projects, tasks, and research related to healthy aging and women’s health.
5. Assist/develop PowerPoint, materials.
6. Must include cover letter with resume.

**Critical Skills:** Must include cover letter with resume.

**Possible Major:** Must include cover letter with resume.

**Location:** Office of Women’s Health (OWH) 100 S. Fremont Ave. Bldg. A-8 East 3rd Street, Unit #105 Altadena, CA 91001
**Project Title:** Dietetic Internship Project

**Project Description:** To allow students from Dietetic Internship Programs to obtain observational and practical experience in applied Dietetics & Nutrition Services at DHF facilities and/or programs. Students will attend meetings with Program Analysts of the Nutritional and Physical Activity Program and understand the basic guidelines of policy, systems, and environmental change related to obesity and chronic disease prevention; understand the organization structure, goals, mission statement of the Los Angeles County Department of Public Health; educate Nutrition and Physical Activity Program staff on federally funded nutrition assistance programs; provide an evidence-based nutrition report on emerging public health nutrition topics; understand the Academy of Nutrition and Dietetics/CORD Code of Ethics for the Profession of Dietetics and Process of Consideration of Ethics Issues.

**Possible Major:** Completed didactic courses in dietetics and nutrition, accepted into a coordinated or didactic internship program

**Critical Skills:** Knowledge initiative and proactivity develops;
Recommendations to improve community-based programs; performs self-assessment, develops goals and objectives and programs a draft portfolio for professional development; applies evidence-based guidelines, systematic reviews and scientific literature in the nutrition care process and other areas of dietetic practice; demonstrates effective communication skills to community members (e.g. oral, print, visual, and electronic); delivers respectful, science-based answers to community members regarding food and nutrition; conducts community-based food and nutrition program outcome/assessment/evaluation; participates in community-based research

**Location:** Public Health - Wilshire Blvd, Suite 800, Los Angeles, CA 90010

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**Project Title:** Aging Services Intern

**Project Description:** Aids in the development of a video to promote the Los Angeles County Commission for Older Adults (LACCOA) and its mission of advocacy for older adults. The attached fact sheet for LACCOA provides an overview of the program. Tasks and duties may include:
- Performing specialized video production duties involving:
  - Writing, producing, and directing and editing video programs;
  - Developing and producing video production equipment;
  - Creating online and other computer-based graphics;
  - Utilizing specialized software programs.
- Writing, producing and directing video productions.
- Planning and developing video programs by transforming objectives into production ideas; the determination of format, approach, content, and level of presentation which will be most effective in meeting objectives and remaining within budget and time restrictions.
- Converting production ideas into finished production script by working with subject matter experts.
- Act as script person by issuing scripts to performers and crew, and revising to assure that cast and crew have appropriate and current scripts.

**Possible Major:** Student must have classes or major in Film, Video Production, Photography or other related field.

**Critical Skills:** Knowledge of basic quantitative analytical techniques in order to conduct analysis.

**Location:** Public Health - Wilshire Blvd, Suite 600, Los Angeles, CA 90010

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**Project Title:** Motor Vehicle Safety/Crossing Guard Intern

**Project Description:** To address motor vehicle collisions in Los Angeles County, the Injury and Violence Prevention Program’s (IVPP) project will include disseminating survey questionnaires to school crossing guards at their annual mandatory meeting. The student will also be involved in participating in site visits at school crossing guard intersections to observe and document driver and pedestrian behavior. The student will work under the supervision of the Health Educator assigned to this project.

**Possible Major:** Students must have classes or major in Health Education.

**Critical Skills:** Ability to exchange information both orally and in writing to staff and external stakeholders. Research and writing ability to provide information to the general public. Knowledge of basic quantitative analytical techniques in order to conduct analysis.

**Location:** Department of Public Health - 1055 Vermont Ave, Los Angeles, CA 90005, 6th floor and in the field as necessary.

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**Project Title:** Area Agency on Aging (AAA) Intern

**Project Description:** To gain experience through the Los Angeles County AAA by participating in the development, review and implementation of the first and subsequent AAA Newsletter(s). The purpose of the newsletter is to provide information to AAA clients and to highlight some of the programs and their successes. Additionally, the newsletter will allow the AAA to share information with community partners that provide essential services to older adults and with disabilities in Los Angeles County.

**Possible Major:** Students must have classes or major in Public Administration, Public Policy, Communications, English, Sociology, or other related fields.

**Critical Skills:** Knowledge of basic quantitative analytical techniques in order to conduct analysis.

**Location:** Department of Public Health - 3333 Wilshire Blvd, Suite 800, Los Angeles, CA 90010

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**Project Title:** Assistant Project Coordinator/ Intern - GAACD

**Project Description:** The TB Program Education and Evaluation Unit, seeks an Assistant Project Coordinator Intern to assist with planning and collaboration efforts. Duties for the intern may include one or more of the following: assisting in building a TB coalition, coordinating TB First Friday continuing medical education (CME) workshops/conferences, planning World TB Day, writing health education material, developing fact sheets and directing annual education and training programs based on existing data. More specifically, under the leadership of the Sr. Health Educator, the intern will help assist in planning and executing World TB Day 2017 and TB First Friday conferences and compiling data sources for TB Control Program reporting purposes.

**Possible Major:** Intern must be a student in a Master's level accredited program of study with specialization in Public Health Education or Community Health Education.

**Critical Skills:** Knowledge initiative and proactivity develops;
Recommendations to improve community-based programs; performs self-assessment, develops goals and objectives and programs a draft portfolio for professional development; applies evidence-based guidelines, systematic reviews and scientific literature in the nutrition care process and other areas of dietetic practice; demonstrates effective communication skills to community members (e.g. oral, print, visual, and electronic); delivers respectful, science-based answers to community members regarding food and nutrition; conducts community-based food and nutrition program outcome/assessment/evaluation; participates in community-based research

**Location:** Department of Public Health - 3615 S. Vermont Ave, Los Angeles, CA 90007
<table>
<thead>
<tr>
<th>Project #</th>
<th>Project Title</th>
<th>Project Description</th>
<th>Possible Major</th>
<th>Critical Skills</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>1137</td>
<td>Healthy Trees for Los Angeles County</td>
<td>Interns may be assigned to but not limited to the following assignments which are associated with the Healthy Tree for Los Angeles County Project. Develop a framework for a public-private Urban Forestry Program for street and residential environments, mitigate climate change, prevent heat illness, and reduce energy costs. Research, Supervisory District (SD) 2 serving organizations including South LA Youth Activist League, LA Neighborhood Trust, and local schools and develop recommendation list for SD 2. Develop a tree education program with local tree linked efforts; Develop annotated agendas and continue meetings with local organizations and schools to gauge interest in their youth in conducting tree education and management systems and environmental change to facilitate tree planting in new and older heat reduction in unincorporated areas of Los Angeles County. Study CAL FIRE reporting requirements, specifically regarding GHG tracking. Develop a training presentation and guide on CAL FIRE GHG reporting; Train DPH and DPH staff on the guide and reporting mechanism/tool, identify other grant opportunities to support tree planting and maintenance, Research charitable foundations, private companies, non-tradition and technology-driven techniques to fundraising (e.g., crowd sourcing).</td>
<td>Environmental health coursework, Public Health knowledge, Built environment knowledge, Graduat</td>
<td>Public Health knowledge, Built environment knowledge, Graduat</td>
<td>Public Health D02 Program, 615 S. Vermont Ave., 149 Floor, Los Angeles, CA 90005</td>
</tr>
<tr>
<td>1140</td>
<td>Department of Medical Examiner-Coroner, Services Bureau MSDE Graduate Practicum</td>
<td>3. Rotate through each section in small groups; familiarization and observation by focusing on different aspects in each division, including but not limited to: a. Meet with Property Section employees and observe their work in the home or bystanders on the streets where a suspicious death has occurred. b. Accompany Investigators on field visits (observe, assess and report on behaviors and practices). c. Observe criminalists in a courtroom environment if appropriate. d. Observe Family Section employees and observe their work if appropriate. e. Participate in Department Seminars, Tours and Employees Educational Trainings. 3. Public Services Division a. Assist with notifications to legal next of kin/family members. b. Accompany Investigators on field visits (observe, assess and report on behaviors and practices). c. Observe Criminalists and Tool Mark section staff and observe. d. Participate in Department Seminars, Tours and Employees Educational Trainings. 3. Crime Lab Division a. Observe Criminalists in the laboratory environment. b. Assist with recordkeeping and record management. c. Observe Criminalists in the laboratory environment. d. Assist with recordkeeping and record management. 3. Graduate level interns will work under the supervision of the Department of Medical Examiner – Coroner’s senior staff, within the Department's various areas of responsibility: Investigative Laboratory, Forensic Medicine, Medical Examiner Investigations, Forensic Pathology, and Public Review. The Department of Medical Examiner-Coroner is mandated by law to investigate and determine the circumstances, manner, and cause of all sudden, or unusual deaths occurring within Los Angeles County, including all homicides, suicides, accidental deaths, and sudden deaths where the decedent has not seen a physician within 20 days prior to death. Interns will be assigned to Forensic Pathology, Forensic Pathology and Investigative Laboratory, and Forensic Pathology and Investigative Pathology. Interns may also provide assistance in identifying and researching forms for crime victim’s compensation. They, may they provide assistance of help, compassion and understanding for people who have lost a loved one. Interns will be involved in the following activities in above listed areas: a. Provide support and assistance to investigate, document, and report on the nature of the Department of Medical Examiner – Coroner’s work. b. Assist in conducting classroom presentations on a wide range of mandated and skill-based training to departmental employees including management as well as the community at large in accordance with established County policy and procedures. c. Assist in conducting classroom presentations on a wide range of mandated and skill-based training to departmental employees including management as well as the community at large in accordance with established curriculum. d. Assist in scheduling of employee training sessions by utilizing the Countywide Learning Management System in accordance with established procedures. e. Assist in developing training needs questionnaires utilizing assessment instruments such as, Survey Monkey and other internet resources, information gathered from other sources for course information and availability. f. Assist in implementing education, training, and material development. g. Assist in the development and evaluation of sodium reduction education brief for patrons around sodium reduction; Providing education to staff, patients, and visitors; Implementing reduction strategies for specific nutrients of concern, such as sodium. h. Duties of observations on the streets where a suspicious death has occurred. i. Assist with notifications to legal next of kin/family members. j. Provide assistance in identifying and researching forms for crime victim’s compensation.</td>
<td>Requires minimal supervision on projects</td>
<td>Los Angeles County, Department of Medical Examiner-Coroner</td>
<td>Various settings throughout Department of Medical Examiner-Coroner, Los Angeles County</td>
</tr>
<tr>
<td>1141</td>
<td>VSACS Staff Development Intern</td>
<td>An intern is needed to assist VSACS with the planning, implementation, delivery and evaluation of departmentwide training programs and curricula. Tasks include: a. Assist in developing training needs questionnaires utilizing assessment instruments such as Survey Monkey and other internet resources; information gathered from other sources for course information and availability. b. Assist in implementing education, training, and material development. c. Assist in the development and evaluation of sodium reduction education brief for patrons around sodium reduction; Providing education to staff, patients, and visitors; Implementing reduction strategies for specific nutrients of concern, such as sodium. d. Duties of observations on the streets where a suspicious death has occurred. e. Assist with notifications to legal next of kin/family members. f. Provide assistance in identifying and researching forms for crime victim’s compensation.</td>
<td>Requires minimal supervision on projects</td>
<td>Los Angeles County, Department of Medical Examiner-Coroner, Services Bureau MSDE Graduate Practicum</td>
<td>Various settings throughout Department of Medical Examiner-Coroner, Los Angeles County</td>
</tr>
<tr>
<td>1146</td>
<td>Healthy Food Procurement Internship</td>
<td>The Los Angeles County Department of Public Health Healthy Food Procurement Unit partners key stakeholders to support improvements in the nutritional quality of food and beverages offered in a range of institutions (e.g., hospitals, universities, congregate meal programs). Support services that the Healthy Food Procurement Unit offers is: a. Conducting food and beverage environmental assessments. b. Developing nutrition standards and procurement policies. c. Aligning recipes with nutritional standards. d. Providing education to staff, patients, and visitors; Implementing reduction strategies for specific nutrients of concern, such as sodium. e. Duties of observations on the streets where a suspicious death has occurred. f. Assist with notifications to legal next of kin/family members. g. Provide assistance in identifying and researching forms for crime victim’s compensation.</td>
<td>Requires minimal supervision on projects</td>
<td>Los Angeles County, Department of Public Health Healthy Food Procurement Unit</td>
<td>Various settings throughout Department of Medical Examiner-Coroner, Los Angeles County</td>
</tr>
</tbody>
</table>
Project Title: Community and Senior Centers, Needs Assessment

Project Description: The purpose of this 7-month pilot project is to identify and address the needs of senior residents within Los Angeles County. Through a comprehensive needs assessment, the project aims to gather insights into specific needs, barriers, and opportunities for senior centers in the county. The assessment will be conducted through surveys, focus groups, and interviews with community members, with the end goal of informing future development and improvement plans for senior centers.

Critical Skills: Students must have classes or majors in Public Administration, Gerontology, Sociology, or related Social Sciences. Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these. Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills with ability to determine useful community resources and opportunities that support the project(s) is a plus.

Location: Workforce Development, Aging and Community Services (WADACS) Any one of the thirteen Centers under the jurisdiction of WADACS.

Project Title: Pedestrian Assessment

Project Description: The Pedestrian Assessment Program is designed to foster policy change that supports the development of safe, walkable communities. It involves creating a program plan for conducting pedestrian infrastructure development projects in unincorporated Los Angeles County to promote walkable environments. The project includes pedestrian planning, data collection, and infrastructure development. The intern will assist in the development and implementation of the pedestrian assessment plan, including data collection and analysis.

Critical Skills: Must currently be a Student in a Master's degree accredited program of study with specialization in Organizational Psychology, Learning Development, Business Administration, Public Administration, or Health Education/Community Health Education, or equivalent. Interested students should possess excellent organizational, written and oral communication skills, be able to conduct research, be able to draft workable solutions, and be knowledgeable of Microsoft Office software applications.

Location: Public Health

Project Title: Community Health Education & Health Promotion Service Planning Areas (SPA) 3&4

Project Description: The Community Health Education & Health Promotion Service Planning Areas (SPA) 3&4 intern will assist with assessing public health education needs; planning, implementing, and evaluating public health education interventions and activities; assessing, developing, and testing health-related materials and messages; conducting community outreach; and linking internal and external stakeholders with health education consultation services. The Health Education intern is placed within the Health Education Unit of Service Planning Areas (SPA) 3&4.

Critical Skills: Must currently be a student in an accredited program of study with specialization in Public Health Education, Community Health Education, or equivalent. Interested students should possess excellent organizational, written and oral communication skills, be able to conduct research, be able to draft workable solutions, and be knowledgeable of Microsoft Office software applications.

Location: Public Health

Project Title: Assistant Project Coordinator-GRAD

Project Description: The Assistant Project Coordinator-GRAD is responsible for providing support to the project coordinator in various aspects of project management. Duties may include data collection, data entry, and assisting with the development of project reports and presentations. The position requires excellent organization, written and oral communication skills, and the ability to work independently and as part of a team.

Critical Skills: Must currently be a student in a Master's degree accredited program of study with specialization in Organizational Psychology, Learning Development, Business Administration, Public Administration, or Health Education/Community Health Education. Interested graduates should possess excellent project management skills and be able to work independently and as part of a team. The ability to interpret quantitative statistical analyses and develop evaluation reports. Project Management and facilitation skills are highly desirable.

Location: Department of Health Services
1164  Communications & Program Evaluation Intern
The Los Angeles County Women & Girls Initiative (WGI) is looking for well qualified interns who are passionate about women’s equity, and have experience around communications, qualitative research, and developing policy recommendations. Below are several potential projects that an intern could take the lead on:
(1) Climate Survey Follow-Up: The WGI helped design and conduct a survey of all county employees which asked questions about workplace satisfaction, and how well policies were serving employees. We will be pursuing follow-up, potentially through another survey or even outreach to department level representatives. We are especially interested in learning more about:
- Diversity & Inclusion Programs: The WGI seeks to collect information about membership programs that currently exist for county employees, how they are serving employees needs, and the potential for improved programs.
(2) Understanding Existing Training Opportunities: The county currently provides a number of trainings designed to benefit employees. Our aim is to create an inventory of these trainings, who they are available to, and assess what changes the county could make to better serve its employee population.
(3) Create and Make Recommendations to Current Policies: The WGI has collaborated with other departments to host focus groups for county employees to gain insight about their experiences with finding childcare. We are interested in continuing these groups, and deepening our understanding of the issues parents face, particularly around family leave and employees working nontraditional hours.

Critical Skills
- Computer skills – MS Word, Excel, PowerPoint, Outlook
- Technological aptitude
- Ability to communicate effectively with County staff
- Ability to make interdisciplinary connections, generate and/or assess solutions, and the ability to evaluate and communicate these connections.
- Proficient writing and analytical skills are highly desired.
- Experience in Microsoft Office software is required.
- Proficient writing and analytical skills are highly desired.
- Research experience and public speaking skills also desired.

Location
Chief Executive Office
Kenneth Hahn Hall of Administration
222 S. Hill Street, 5th Floor
Los Angeles, CA 90012

1173  System Registration Process
The Probation Department currently manages access to over 60 criminal justice internal and external applications. Timely access to criminal justice systems is fundamental to a Probation Officer’s function and many times plays a critical role in ensuring public safety.

The current process for an employee to request and get approval for access to criminal justice systems uses a web based tool to complete forms that are printed and signed. The forms are then delivered manually up the chain of command for review and approval. Once approved, the forms are delivered to the Systems Registration Unit for processing.

Create an automated workflow system with electronic approval capabilities to facilitate system access requests. User will access the system either via the desktop and/or mobile device (e.g., smartphone or tablet) to submit system access request. Request shall be routed to appropriate supervisors and managers for approval. All access requests shall be tracked in a database allowing users to check the status of their requests and send reminders to approvers as needed. Reports shall be available to track all user access granted.

Students working on this project will:
- Develop project scope and strategy resulting in a project charter
- Complete requirements gathering
- Develop business process modeling
- Complete system architecture design
- Complete coding
- Complete testing
- Complete technology transfer to include requirements for system maintenance and support

Possible Major
- IT related to Engineering
- Computer Sciences or Information Technology

Critical Skills
- The ideal participants should be versed in software and tools that include, but not limited to:
  - XML
  - C# Sharp
  - .NET
  - Business Process Automation (BPM) or workflow solutions

Location
Probation Department Headquarters
1510 Imperial Highway
Downey, CA 90242

1180  APS Mobile
APS Mobile will receive the investigation module of the WDACS Adult Protective Services (APS) case management system. The project calls for native mobile development to empower field workers with a set of tools and resources to protect abused victims and help save lives. WDACS will provide design specifications, computing infrastructure and technical support. The students will have some design input and will provide mobile application development

Possible Major
- IT related to Engineering
- Computer Sciences or Information Technology

Critical Skills
- Phone/OS,  a-code (swift), php

Location
Workforce Development, Aging and Community Services
175 W. 6th St., Los Angeles, CA 90020

1181  Patient Tracking
Patient Tracking is a component of the BISCRG Project [Brining Our Loved Ones Home]. This is a service to dementia patients who wander from home and often become disoriented and lost. This initiative will involve the research, selection and testing of wireless tracking devices, culminating in a recommendation to WDACS. Additionally, there will be a background application development to capture data from the devices in near real-time and prevent information to a dashboard.

WDACS will provide scope guidance, computing infrastructure, technical support and devises. The students will provide evaluation results, design analysis, integration and software development.

Possible Major
- IT related to Engineering
- Computer Sciences or Information Technology

Critical Skills
- Wireless tracking devices, python, php

Location
Workforce Development, Aging and Community Services
175 W. 6th St., Los Angeles, CA 90021

1186  Food Insecurity Unit Internship
The student will be working with the Los Angeles County Department of Public Health Division of Chronic Disease and Injury Violence Prevention Food Insecurity Unit. The Food Insecurity Unit partners key stakeholders to screen and refer food insecure households to services such as CalFresh and food pantries. Support services that the Food Insecurity Unit offers are:
- Conducting environmental assessments of food insecurity screening and referral processes, managing and analyzing food insecurity screening tools, items may be assigned to but not limited to the following assignments which are associated with the Division of Chronic Disease Food Insecurity Unit: Assist in the data entry and data management of completed food insecurity screenings. Assist in the development and evaluation of food insecurity referral systems. Assist the Division of Chronic Disease & Injury Violence Prevention (DCDIP) Research and Evaluation Unit with the evaluation of select public/private clinic institutions targeted by DCDIP to implement food insecurity screening and referral; Assist DCDIP Research and Evaluation Unit to observe the implementation and execution of food insecurity screening and referral at select public/private clinic institutions.

Possible Major
- Business Process Automation (BPM) or workflow development
- Microcomputer

Critical Skills
- Self-starter
- Requires minimal supervision on projects

Location
Public Health
4050 Wilshire Blvd, Suite 800, Los Angeles, CA 90010

1191  Gender-Based Violence Program
Program Description: Assist with a variety of projects related to addressing current women’s health issues related to gender-based violence and reproductive health, inclusive of the following core elements: program planning, policy development, and evaluation.

Possible Major
- Business
- Communications, Program Planning, Biostatistics

Critical Skills
- Proficient writing and analytical skills are highly desired.
- Research experience and public speaking skills also desired.
- Computer skills – MS Word, Excel, PowerPoint, Outlook

Location
Women’s Health Office
2101 W. Alhambra Blvd. Bldg. A-9 East
5th Floor, Unit #105
Alhambra, CA 91803
Project Title • Assist with the design and development of print, web, and social media campaigns; Landscape Architecture
LA County Homeless Initiative
Assist the Landscape Architecture and Design Section of Planning and Development with various landscape architectural tasks, including but not limited to: site analysis, construction management, and graphic design.
Possible Major Landscape Architecture
The Department of Public Health's Risk Management (RM) Division is charged with developing, implementing, and enforcing occupational safety and health programs. As part of ensuring compliance with laws and standards established by the Division of Occupational Safety and Health (DOSH), RM is required to conduct periodic facility inspections to identify hazards present in the workplace and to analyze accident, incident, and injury data to identify trends and prevent re-occurrence. RM currently does not have an efficient way to track the corrective actions required on work sites to mitigate injuries and illnesses in the workplace.
Critical Skills
- Knowledge of data management tools and databases
- Ability to provide simple hand graphics as needed. Ability to work with Microsoft Office and Adobe Creative Cloud applications
- Critical thinking and problem-solving skills
- Ability to work with little supervision on tasks assigned by the Landscape Architecture and Design section

Location
1000 South Fremont Avenue, Alhambra, CA 91803

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Project Title • Assist with the design and development of print, web, and social media campaigns; Marketing Communications
LA County Homeless Initiative
Assist the Marketing Communications Intern with various marketing and communication tasks, including but not limited to: scripting, video editing, and social media management.
Possible Major
Marketing, Public Relations, Communications, Business Administration, or related field
The purpose of the project is developing a Facility Inspection application to:
- Observe the process of logging, rough editing, loading, set-up and strike of video equipment such as teleprompter, camera, lighting and audio
- Assist with the development and implementation of community engagement strategies for Homeless Initiative
- Assistance with adhoc legislation/policy research on homelessness
- Assistance with adhoc legislation/policy research on homelessness

Location
1206 Crossroads Parkway, South City of Industry, CA 91746-3411

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Project Title • Assist with the design and development of print, web, and social media campaigns; Graphic Design
LA County Homeless Initiative
Assist the Graphic Design Intern with various graphic design and communication tasks, including but not limited to: creating visual assets for marketing materials, including infographics.
Possible Major
Graphic Design
The following technology knowledge would be required:
- HTML
- CSS
- JavaScript
- Adobe Creative Cloud
- Microsoft Office

Location
1206 Crossroads Parkway, South City of Industry, CA 91746-3411
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<tbody>
<tr>
<td>1207</td>
<td>Photography Intern</td>
<td>Capture and edit visual content for multiple communication platforms;</td>
<td>Photography, or related majors;</td>
<td>Artistic Ability; Must be able to compose a shot, understand framing, color, and light to create a visually pleasing photograph; Must possess a &quot;good eye&quot;; the ability to use colors, shadows, shades, light, and distance to compose good photos.</td>
<td>Public Social Services Communications Section - Marketing Unit 12860 Crossroads Parkway, South City of Industry, CA 91746-3411</td>
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<td>1208</td>
<td>Multimedia Artist &amp; Animation Intern</td>
<td>• Assist in the creation of promotional videos;</td>
<td>Fine Art, advertising, or related majors;</td>
<td>Editing experience with Final Cut Pro, After Effects, Compressor; Experience with lighting sets for video projects along with green screen knowledge.</td>
<td>Public Social Services Communications Section - Marketing Unit 12860 Crossroads Parkway, South City of Industry, CA 91746-3411</td>
</tr>
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<td>1209</td>
<td>User Interface Design Intern</td>
<td>• Assist with creating interfaces for the Department website;</td>
<td>Skills related to Engineering, Computer Sciences or Information Technology;</td>
<td>Candidate must possess excellent visual design skills with sensitivity to user-system interaction.</td>
<td>Public Social Services Communications Section - Marketing Unit 12860 Crossroads Parkway, South City of Industry, CA 91746-3411</td>
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<td>1211</td>
<td>Asset Migration Project</td>
<td>The Registrar-Recorder/County Clerk (RR/CC) is exploring the feasibility of migrating the departmental asset management system into the electronic devices asset management system.</td>
<td>Graduate must have a concentration in Computer Information Systems (CIS), Computer Science, or closely related concentration.</td>
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<td>Registrar-Recorder/County Clerk 2800 Imperial Hwy, Norwalk, CA 90650</td>
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<td>1212</td>
<td>Scheduling System Administrator</td>
<td>The Registrar-Recorder/County Clerk (RR/CC) currently uses a scheduling software to manage and schedule over 1,000 employees during the election.</td>
<td>Graduate must have a concentration in Computer Information Systems (CIS), Computer Science, or closely related concentration.</td>
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<td>Registrar-Recorder/County Clerk 2800 Imperial Hwy, Norwalk, CA 90650</td>
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<td>1213</td>
<td>Vulnerability Scanning Project</td>
<td>OTV software is vulnerability scanning software that the Registrar-Recorder/County Clerk (RR/CC) is implementing to scan the network and ensure the department is following security policies.</td>
<td>Graduate must have a concentration in Computer Information Systems (CIS), Computer Science, or closely related concentration.</td>
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<td>Registrar-Recorder/County Clerk 2800 Imperial Hwy, Norwalk, CA 90650</td>
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<td>1214</td>
<td>Physical Asset/Weighs and Measures</td>
<td>The expansion and completion of existing web application to replace legacy applications.</td>
<td>Telework</td>
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<td>Telework</td>
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<tr>
<td>1215</td>
<td>Communications Intern</td>
<td>Intern with the Department of Consumer and Business Affairs (DBA) communications team and provide remote support to the County’s consumers, renters, homeowners, business owners, immigrants, and veterans.</td>
<td>Telework</td>
<td>Efficient writing and public-speaking skills; Graphic design, web design, video editing, and/or social media skills; Bilingual English/Spanish is a plus but not required.</td>
<td>Consumer &amp; Business Affairs 400 West Temple Street, Room B-60 Los Angeles, CA 90012</td>
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<td>1216</td>
<td>Administration Tech Support</td>
<td>Technical knowledge of setting up and installing computers and laptops. Soft skills required are good communication skills, flexibility, patience and problem solving.</td>
<td></td>
<td>Technical knowledge of setting up and installing computers and laptops. Soft skills required are good communication skills, flexibility, patience and problem solving.</td>
<td>Consumer &amp; Business Affairs 400 West Temple Street, Room B-60 Los Angeles, CA 90012</td>
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<td>Project #</td>
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<td>233.1</td>
<td>Office of Small Business</td>
<td>The Office of Small Business (OSB) operates as the County’s designated Small Business Advocate, leading efforts on numerous economic development initiatives aimed at supporting our local small diverse business community. As such, the OSB connects entrepreneurs and businesses to resources, technical assistance, contracting opportunities to successfully launch and grow. Most recently, the OSB mobilized to connect our COVID-19 impacted business community with emergency resources and guidance to ensure business survival and economic resiliency. Interns will support the OSB’s delivery of services to the public. The OSB administers two core programs including the Small Business Concierge Program and the Los Angeles Procurement Technical Assistance Center (FTAC). The following are examples of duties that an intern can support in the OSB:</td>
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<td>FTAC/Concierge Duties</td>
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<td>• Assisting with research and development of collateral material related to entrepreneur and business development such as but not limited to (specialized permits and licenses for businesses; update existing consent responses; language; develop business-related content; workshops)</td>
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<td>• Advising on business needs assessments</td>
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<td>• Research, training and supporting call center agents assigned to the Disaster Help Center Call Center</td>
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<td>• Determining eligibility, processing and troubleshooting applications for the County’s various certification programs by reviewing and analyzing financial documents such as stock ledgers, stock certificates, business licenses, payroll reports and articles of incorporation, external databases and external certifications.</td>
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<td>• Developing and representing programs that provide nonprofit status and metrics for the Social Enterprise program. Analyze public documents to verify and determine if the vendor meets the qualifications of a Social Enterprise</td>
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<td>• Ensuring subject matter related to government contracting and developing collateral material for public education.</td>
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<td>233.2</td>
<td>Temporary Dentures for People Experiencing Homelessness</td>
<td>The Los Angeles County Department of Public Health, Oral Health Program will be working with dental school interns to provide temporary partial dentures to clients experiencing homelessness at mobile outreach sites (e.g. Love Area) in Los Angeles County in addition to providing them with oral health education and resources. The purpose is to bring the dental services to the population that is experiencing homelessness, where they are, instead of having them go to dental clinics. The temporary partials will only replace missing upper anterior teeth to improve esthetics and possibly phonetics. Dental students will fabricate and deliver the temporary partial dentures to the clients at the site.</td>
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<td>233.3</td>
<td>Violence Prevention</td>
<td>The Office of Violence Prevention (OVP) seeks interns to work on various programs and initiatives that support our Strategic Plan priorities focused on supporting children, youth, and families, creating cultures of peace, fostering safe neighborhoods and building capacity for healing informed policies, practices and systems. Project activities will fall under one of OVP’s core functions: (1) education, programming, and community engagement; (2) research and evaluation; (3) policy and advocacy, and (4) capacity building and technical assistance. Sample duties may include: conducting research, assisting with community assessments, supporting the efforts of regional violence prevention coalitions, conducting outreach efforts, assisting with training and capacity building efforts, writing reports and preparing presentations, and working with community residents including youth and survivors to better understand needs related to violence, trauma and healing.</td>
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<td>Student who has knowledge of dental anatomy and some clinical dental experience. Must have the approval from a dental faculty.</td>
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<td></td>
<td>Dental students who have knowledge of dental anatomy and some clinical dental experience. Must have the approval from a dental faculty.</td>
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<td>233.4</td>
<td>Anti-Racism Diversity And Inclusion (ARDI) - Graphic Design</td>
<td>Academic interns will provide graphic design services for the purposes of establishing a campaign that aligns and elevates the County’s Anti-Racist Diversity and Inclusion (ARDI) strategic plan and policy agenda. Specifically, project assignment will entail:</td>
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<td>• Creating advertisement and marketing collateral, including placement</td>
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<td>• Update all ARDI logos</td>
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<td>• Update the ARDI’s website to inform visitors who we are, what we’re doing, why we’re doing it and how we’re going to do it. This includes drafting, leading the design layout and implementation, as well as translation.</td>
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<td>• Collaborate with various ARDI workgroups</td>
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|          |               | | | |%
<p>| 233.5    | Administrative/Outreach (ADO) - Webpage Design | The following is preferred: | | | |
|          |               | Knowledgeable and understanding of local flora, fauna, and geographically diverse habitats. | | | |
|          |               | Previously created and/or reviewed biological reports and maps. | | | |
|          |               | Basic understanding of land use concepts, land conservation strategies, function of wildlife corridors, natural resource preservation, and spatial analysis of those concepts. | | | |
|          |               | Experience with GIS software and ability to manipulate ES data. | | | |
|          |               | Ability to communicate effectively, both orally and in writing. | | | |
|          |               | Self-starter and independent worker who demonstrate high productivity and follow-through. | | | |
| 233.6    | Biological Resource Program Support | Interns are studying Biological Sciences, Natural Resources, Environmental Sciences, or a related field; or has a biologically related undergraduate degree and 2-years of work experience in ecological/conservation science, environmental planning, Natural Resource Management, or a closely related field. | | | |</p>
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<tr>
<td>242</td>
<td>Anti-Racism Diversity And Inclusion (ARDI) - Research</td>
<td>Provide research and GIS analysis services for the County's Antiracist Diversity and Inclusion (ARDI) Unit for the purpose of supporting the production of reports with a focus on outcomes for Los Angeles County residents, especially communities of color and areas of concentrated poverty and/or accumulated disadvantage. Specifically, work will entail: (1) Researching, (2) Writing, (3) Processing and analyzing data, (4) Dividing the landscape analysis of the condition for persons living in Los Angeles County and conducting a workshop of existing data reports/surveys and concurrent studies and research, (5) Identifying research gaps and indicators, (6) Identifying promising practices for eliminating disparities, and (7) Developing descriptive data analysis that reflects trends. The ARDI Division oversees the ethical treatment of subjects of research and related activities such as research, evaluation, surveys, and other data gathering activities involving FH, Department of Health Services (DHS) Health Services Administration and DHUAmbulatory Care Center patients, clients, or staff. In addition to overseeing ethical conduct of research and related activities, the IRB promotes equity of study recruitment, ethical conduct, and rigorous and appropriate methodology. More information can be found at: <a href="http://www.dph.lacounty.gov/IRB">www.dph.lacounty.gov/IRB</a>.</td>
<td>Research Methods, GIS, Qualitative and Quantitative Data Analysis, Applied Statistics, Behavioral and Social Science</td>
<td>Telework</td>
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<td>243</td>
<td>Comm. Susanne Programs</td>
<td>Assist DPH/PUB Health Division in developing social media content, flyers, and graphics to advertise the research and on-going programs for the Los Angeles County Parks &amp; Recreation Summer programs.</td>
<td>Health Communication, Public Policy, Media/PR</td>
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<td>244</td>
<td>LA County Youth Commission Social Media Policy Intern</td>
<td>Assist us with promoting the POC and the social media campaigns to reach the target audiences on social media platforms including flyers/posters, social media posts, scripts for video, enhancing existing communication plans, and assisting with community relations and public relations. The communication internship duties are broken down below: (1) Internships will encompass various projects that will help the intern gain valuable marketing experience. The assignments will include but are not limited to creating a pamphlet, newsletter, or flyers. Project duties include assessing public health communication needs, developing and implementing social media campaigns and, helping to write flyers and social media posts.</td>
<td>Social media skills, experience with social media platforms and trends</td>
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<td>1257</td>
<td>Teen Distracted Driving Program</td>
<td>The student will be working with the Division of Chronic Disease and Injury Prevention (DCDIP) Injury Prevention Unit (IPU) to address teen motor vehicle collisions and deaths in Los Angeles County. This is a new project established in 2020 to provide education to teen drivers and passengers to change the culture of driving to one that is distraction-free. The IPU project will include training for the student to become a presenter to disseminate data, materials, and evidence findings to high school students. The student will also be involved in calling high school administrators/teachers to coordinate workshops and attend coalition meetings to share resources to networks. Occasional outreach opportunities are available if the student is willing to participate on evenings and weekends.</td>
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<td>Public Health 1250 Wilshire Blvd, 8th Floor Los Angeles, CA 90010</td>
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<td>1258</td>
<td>Health Facilities Inspection Division Intern</td>
<td>Interns will receive exposure to the oversight and enforcement of state and federal regulations as it relates to health facilities. Health Facilities Inspection Division monitors nursing facilities, hospitals, congregated living facilities, drug and alcohol treatment facilities, home health agencies, and hospice care facilities. The intern may work with surveyors and evaluators of health facilities, as well as administrators.</td>
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<td>Public Health 12440 Imperial Highway Norwalk, CA 90650</td>
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<td>1259</td>
<td>Center for Financial Empowerment – Communications/Marketing &amp; Graphic Design</td>
<td>The Center for Financial Empowerment (CFE) seeks an intern who can support the communications and marketing needs of the Center for Financial Empowerment’s (CFE) Training Institute and American Rescue Plan projects. The idea candidate will have experience in the following: • Developing graphics and content for various communication channels, including print, websites and social media platforms • Writing social media posts and creating basic social media graphics and media releases regarding activities, services, programs, and events • Developing and designing newsletters, fact sheets, reports, pamphlets, flyers, brochures, etc. • Assisting with or developing marketing plans, toolkits, etc. • Conducting research and providing recommendations on graphic design and marketing needs</td>
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<td>Consumer &amp; Business Affairs Telework</td>
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<td>1260</td>
<td>Center for Financial Empowerment – Project Research &amp; Evaluation</td>
<td>The Center for Financial Empowerment (CFE) seeks an intern who can design and conduct research projects for the CFE’s Financial Coaching Certification Program and American Rescue Plan (ARP) projects and initiatives, as needed. The idea candidate will have experience in the following: • Preparing, designing, conducting and evaluating research projects • Conducting online research, compiling and synthesizing findings, developing and sharing recommendations, and preparing reports based on findings • Defining data requirements, gathering and validating information, and applying judgment and statistical tests • Drafts and/or developing tools and documents, including but not limited to, surveys and other tools that may be used to collect research data • Preparing, developing, and maintaining research, data and related databases</td>
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<td>Consumer &amp; Business Affairs Telework</td>
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