

ACADEMIC INTERNSHIP PROGRAM DATABASE

The following unpaid/course-credit internship projects are available. To search by "Key Word", please press Ctrl+F.
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/>

If you feel that you are qualified and wish to be considered for the internship(s), please identify 2-3 projects and follow the following link to apply [Click Here](#)

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
431	Architectural Intern	The work will include conceptual design, schematic design, design development and construction documentation preparation.	Architectural Design	Strong oral and written communication skills; present solutions to problems	Public Works 1000 S. Fremont Alhambra, CA 91803
654	Consumer Protection Counselor	Counseling consumers on the telephone and in person, concerning landlord-tenant, credit, retail sales, automobile purchases, false advertising, repairs and many other consumer issues.	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.	Consumer & Business Affairs 500 West Temple Street Room B-96 Los Angeles, CA 90012
655	Investigative Intern	Interviewing and providing information to the public, investigating, mediating and resolving routine consumer complaints, researching and understanding statutes as they apply to consumer complaints, and organizing and prioritizing assignments.	Excellent customer service, networking, interpersonal and analytical skills. Candidate must also be self-motivated, dependable and able to perform multiple tasks under time constraints and with minimal supervision. Bilingual skills are a plus but not required. Consumer Science/Affairs, Law, Administration of Justice, Business Law, Public Administration or Paralegal studies majors are desirable.	Ability to interview consumers, learn and apply relevant consumer laws. Active listening skills.	Consumer & Business Affairs 500 West Temple Street Room B-96 Los Angeles, CA 90012
657	Small Claims Court Counselor	Counsels litigants about Small Claims Court matters including, case preparation, service of process, appeals and collection of judgments.	Excellent customer service skills and interest in working with the public in Small Claims Court matters. Law, Business Law or Paralegal Studies majors are desirable	Ability to interview litigants, learn and apply relevant civil laws. Active listening.	Consumer & Business Affairs 500 West Temple Street Room B-96 Los Angeles, CA 90012
718	Commission for Women – Status of Women in Los Angeles County 2008-10	The purpose of this report is to gauge how women in Los Angeles County have progressed since the last report in 2008 in several areas: health, economic equality, education, housing and poverty, gender equity and domestic violence. STATUS REPORT OUTLINE for Internship Project No. 718 INTRODUCTION 1. Mission Statement 2. Committees B. PRESIDENTS INTRODUCTION C. DOMESTIC VIOLENCE 1. Sexual Assault Crimes 2. Building a Community Response 3. Funding for DV Crisis Shelters & Service Providers 4. Mental Health & Homelessness D. ECONOMIC / GENDER EQUALITY 1. Equal Pay 2. Livable Wages (minimum wage in California) 3. Glass Ceiling (stats on women in political positions and top management positions in the County) E. HEALTH CARE 1. Healthcare Reform and Legislation 2. Health Indication for Women by Ethnicity and Federal Poverty Level 3. HIV & AIDS (in women) 4. Cervical Cancer-Prevention and Treatment (and the Human Papillomavirus (HPV) and the HPV vaccine) 5. Healthy Family – Fight Against Child Obesity F OLDER WOMEN'S ISSUES 1. Growing Diverse Older Population 2. Older Women as Caregivers and Widowhood 3. Social Status (Women being old, minority and poor) 4. Healthcare and Legislation G. EDUCATION 1. Sexual Harassment & Dating Violence (Education and Prevention) 2. Money for Minority School Districts 3. Nutrition / Physical Activity in schools 4. Women in Higher Education	The intern should have an awareness and interest in women's issues; be able to research to find statistics in various areas; and ability to work on their own with minimal direction. Possible majors include Communications, Journalism, Public Administration, Women's Studies or related majors.	Ability to draw conclusions from research conducted and prepare a report for approval by the Commission for Women and the Board of Supervisors.	Executive Office of the Board of Supervisors Commission for Women Room B-50, Hall of Administration 500 W. Temple Street Los Angeles, CA 90012
837	Dietetic Rotation	This project will provide the unique opportunity to work in a large, institutional environment gaining supervised experience in the areas of: administration, clinical, and community nutrition. Students will gain the ability to liaison with doctors and/or health care workers, and patients. Students will gain the skills to develop diets for patients based on their health condition, provide nutrition education, quality assurance by inspecting meals prepared in correctional facilities, and to check that meals are providing the correct nutrients. Students will conduct in-service training regarding topics such as: medical diets, food safety and sanitation, and state/government nutrition guidelines. This program follows the guidelines of the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA). This experience is accredited towards the 900 hours of supervised practice within an academic program preparing students to be Registered Dietitian Eligible (RDE) to take the California State Board Exam.	Enrollment in a college that is approved by the American Dietetic Association Commission on Accreditation for Dietetics Education. The major must be in the science of Nutrition.	Demonstrates critical thinking and decision-making abilities in assessment, treatment planning, and evaluation, and is able to combine academic training, practical experience, critical thinking, information technology, and problem-solving skills to provide quality nutrition care to a diverse community.	Sheriff's Department Food Services Unit 450 Bauchet Street, Room #E815 Los Angeles, CA 90012
855	Probation Intern-Criminal Justice	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 level. The Los Angeles County Probation Department is largest in the world. We are involved in every aspect of the Criminal Justice System from domestic violence to child molestation; and from narcotics testing to working with criminal mental III clients. The Department is shifting to Evidence Based Practice Model (EBP). The Department is adopting EBP as our strategy to rebuild lives. Join a national leader in Probation Services and become a Los Angeles County Probation Department Intern.	Qualified applicants are currently enrolled juniors, seniors or graduate level students currently enrolled at a partnered university majoring in Criminal Justice or Criminology and have permission from their respective university to participate in this internship. All interns are required to have completed one course in elementary algebra.	Intern must be able to use critical thinking skills when assessing and evaluating Probation clients.	Probation Department Various locations
892	Architectural Aid/Architectural Intern	Internship will cover numerous projects encompassing important areas of County capital projects, building renovation and additions. Projects range from stand-alone buildings to site work, exterior cladding, interior remodeling/renovation, feasibility studies, field surveying, to design and drafting. The work will include conceptual design, schematic design, design development, construction documentation preparation, and construction support documents. Work will also include updating and maintaining product and detail libraries.	Basic knowledge of architectural design and AutoCAD, preferably proficient in the latest version of AutoCAD. Minimum requirement is a 3rd year architecture student enrolled at one of our partnered universities. Must have a keen interest in building survey, systems architecture, building science and technology, agency requirements and an analytical approach to architectural design. Must also be able to keep a consistent work schedule.	Must be analytical and have attention to detail. Must be able to communicate/present solutions and problems, verbally or by e-mail to staff. Experience and knowledge of rendering work will be advantageous.	Department of Public Works 900 S. Fremont Avenue Alhambra, CA 91803

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928	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.	Preferred candidates should be majoring in graphic arts, graphic design or related majors	Should have the ability to implement a strategic plan for graphics and site layout. Create youth-friendly campaign brands and icons. Should also have the following abilities: <ul style="list-style-type: none"> • Adobe Dreamweaver, Illustrator and Photoshop • Standards-compliant markup (HTML and CSS) • Ability to make Web-optimized icons and images • Knowledge of other design software a plus • Ability to work as a team with a web developer 	Consumer & Business Affairs 500 W. Temple St. Room B-96 Los Angeles, CA 90012
941	Community Health Education and Health Promotion - Undergraduate Level	Address health disparities that arise from inequitable social, economic, and environmental conditions for residents. Interns and interns 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 collaboratives. The undergraduate intern is placed within the Community Liaison Unit of the Regional Health Office.	Public Health, Community Health, Population Health, Public Health Promotion, Epidemiology.	Analytical, organization, problem-solving, strong communication skills, knowledge of Microsoft Word, Excel, and Publisher.	Public Health SPA 7 Area Health Office Whittier Public Health Center 7643 S. Painter Avenue Whittier, CA 90602 or SPA 8 Area Health Office Curtis Tucker Health Center 123 W. Manchester Blvd. Inglewood, CA 90301
942	Community Health Education and Health Promotion - Graduate Level	Address health disparities that arise from inequitable social, economic, and environmental conditions for residents. Interns and interns 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 collaboratives. The undergraduate intern is placed within the Community Liaison Unit of the Regional Health Office.	Public Health, Community Health, Population Health, Public Health Promotion, Epidemiology.	Analytical, organization, problem-solving, strong communication skills, knowledge of Microsoft Word, Excel, and Publisher.	Public Health SPA 7 Area Health Office Whittier Public Health Center 7643 S. Painter Avenue Whittier, CA 90602 or SPA 8 Area Health Office Curtis Tucker Health Center 123 W. Manchester Blvd. Inglewood, CA 90301
949	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 health topics relevant to Women's Health. 3. Compiling data sources and reports for the OWH Women's Health Data webpage. 4. Performing data analysis on existing databases with the goal of evaluating programs and providing information for future program planning.	Epidemiology and/or biostatistics major; Experience with SAS; Experience with reviewing and interpreting data; Knowledge of women's health issues is a plus.	Good understanding of Epidemiology and/or Biostatistics principals. Attention to detail. Generating or assessing solutions Must include cover letter with resume.	Public Health Office of Women's Health 1000 S. Fremont Ave. Bldg. A-9 East 5th Floor, Unit #105 Alhambra, CA 91803
992	Headquarters Culinary Rotation	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-sized machinery, food presentation skill, create and/or present menu ideas as well as work with standardized recipes. You will also be able to liaison with members of the sheriff's department, line cooks, dietitians and other kitchen personnel. By completion of your internship, you should be able to prepare food for large parties, 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 in an appetizing, eye appealing manner, you will also be able to standardized and create recipes for menu selection.	Enrollment in a college that is an approved partner with the Academic Internship Program. Hospitality or culinary art 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.	Demonstrates critical thinking and decision-making abilities in time management, menu planning, employee evaluation, and combine academic training, practical experience, critical thinking, information technology, and problem-solving skills to provide quality food production.	Sheriff Department Food Services Unit 450 Bauchet Street, Room #E815 Los Angeles, CA 90012
995	Veterinary Public Health Project for MPH Students	The intern will choose a topic within the intersection of human and animal health. In discussion with staff at VPH and with their college advisor, the intern will write a thorough 3-5 page proposal on their research topic and anticipated phases of work for the summer. Work may either expand on ongoing projects or may be new work. All projects will include literature reviews and writing. Projects may also include survey design and implementation, data analysis, report-writing, educational materials development, and in-person presentations.	Students in Master of Public Health programs preferred.	Literature synthesis. Prioritization of subject matter for analysis and reporting. Understanding variations in approaches for different audiences (general public vs. professionals). Must have excellent writing skills. Intern may participate in drafting reports, brochures, web site content, and presentations. Audiences may include both the public and for public health professionals. Intern will typically generate first drafts which will be edited by the program. Intern must be willing to edit and refine work. Opportunity for the intern to present material orally to other public health professionals may be arranged. Basic statistics and SAS training desirable.	Public Health- Veterinary Public Health Program 313 N. Figueroa St, Rm 1127 Los Angeles, CA 90012
1013	Health and Safety Assistance Intern	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 DMH 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 recommend courses of action, as well as conducting ergonomic evaluations and making recommendations.	The candidate should be pursuing a degree of Bachelor of Science Degree in Environmental and Occupational Health. This assignment prepares students for a variety of occupations including Environmental Health Specialist, Industrial Hygienist, Safety Engineer, and Loss Control Representative.	Candidates should have the ability to quickly understand new concepts, speak on the telephone and meet face-to-face with people. Should be comfortable asking for assistance when needed.	Mental Health 550 S. Vermont Ave, 7th Floor Los Angeles 90005

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1015	Law Enforcement Intern	The program is designed to give participants a realistic view of the duties of a law enforcement officer. Participants are assigned to a Sheriff's station (see list of internship location sites) are exposed to a multitude of areas including Property and Evidence and Detective Bureau.	College-level senior majoring in Administration of Justice or related field, with approval of the instructor of record at school. Prospective applicants must be willing to undergo and pass a department level security clearance and interview for acceptance.	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.	<p>Sheriff Department Walnut/Diamond Bar Sheriff's Station 21695 E. Valley Blvd. Walnut 91789</p> <p>South Los Angeles Station 1310 W. Imperial Highway Los Angeles, CA 90044</p> <p>Compton Station 301 S. Willowbrook Ave. Compton, CA 90220</p> <p>Century Station 11703 S. Alameda St. Lynwood, CA 90262</p>
1017	Veterinary Public Health Externship for DVM or VMD 4th year students	Extern(s) will learn about a wide variety of aspects of the field of veterinary public health and rabies control. Extern(s) will be provided with materials and learning goals, and will be required to take part in a variety of tasks. Tasks may include assisting in animal disease outbreak investigations, writing up draft reports and educational handouts, calling members of public about West Nile virus test results on dead birds that they reported in, and much more. Near the end of the month, the participant(s) will choose a topic within the intersection of human and animal health and present it to veterinarians, physicians and others in the department.	Potential candidates must be in their 4th year of enrollment of a college of Veterinary Medicine. Required Research Analysis: Basic epidemiology.	Literature synthesis. Prioritization of subject matter for analysis and reporting. Understanding variations in approaches for different audiences (general public vs. professionals). Good writing skills. Extern(s) may participate in drafting reports, brochures, web site content, and presentations. Audiences may include both the public and for public health professionals. Extern(s) will typically generate first drafts which will be edited by the program. Must be willing to edit and refine work. Will be required to give an oral presentation.	Public Health 313 N. Figueroa St, Rm 1127 Los Angeles, CA 90012
1038	Office of Emergency Management Intern	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 have a nexus to one of three emergency management phases: Preparedness/Mitigation, 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 seasonally, so please contact us 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.	Ideal candidate will be highly motivated, flexible, and have a primary interest in emergency management. Additionally, candidates must be well-organized, multi-taskers that are able to communicate effectively, analyze problems, and come up with workable solutions with limited resources. Working knowledge of computers and related software applications such as Word, Excel and Access is strongly preferred. Candidates must be analytical, resourceful, and detail-oriented. Possible majors can include, but are not limited to: Public Administration/Policy, Communications, Social Work, Finance, Public Health, Homeland Security and Emergency Management.	<p>Required Critical Thinking Skills: The candidate should possess strong analytical, cognitive, trouble-shooting, and problem-solving skills; and should be able to write and edit written material.</p> <p>Required Oral and Written Communication Skills: The candidate must be able to present both oral and written information in a poised, persuasive and professional manner.</p> <p>Required Research Analysis: The candidate must be able to research vendor qualifications, grant requirements and other program and annex information as needed.</p>	Chief Executive Office Office of Emergency Management 1275 N. Eastern Ave. Los Angeles 90063
1040	Nursing Administration - Graduate Student	Under the supervision of the Assistant Nursing Director, the student will provide technical assistance to nursing employees in Nursing Education and Nursing Informatics units to achieve their program goals. Interns for this project will: -Assists in planning, and developing evidence-based training programs aimed at increasing staff skill in evidence-based public health nursing practice and information technology. -Assists in providing trainings to enhance the skills of public health employees. - Develops evaluation tools to measure effectiveness of trainings. - Conducts work flow analysis. -Updates/maintains internet/intranet websites. - Assists in teaching opportunities for educational training. -Networks with various graduate programs from other schools to promote Public Health and LA County. -Data entry. -Assists in data management and analysis. -Develops various reports -Assists in providing help desk support.	Must be a graduate student from an accredited college or university in the field of Nursing, Public Health, or equivalent.	Candidates should: possess excellent organizational, 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.	Public Health Nursing Administration 241 North Figueroa Street, Room 347, Los Angeles, CA 90012
1042	Women's Health Policy and Programs	Collaborate with multidisciplinary staff on projects that address current and emerging women's health issues, including sexual and reproductive health, domestic and sexual violence/human trafficking, women's cancers, chronic disease, environmental health, healthy aging, etc. Assist with tasks such as communication efforts, developing written materials and presentations, conference/meeting planning, data entry, graphic design, and stakeholder relations. Graduate students preferred.	Possible graduate level majors or coursework include: Public Health, Women Studies, Public Administration, Communications, Program Planning. Must include cover letter with resume.	Strong writing skills, familiarity with graphic design and data entry preferred	Public Health Office of Women's Health (OWH) 1000 S. Fremont Ave. Bldg. A-9 East 5th Floor Alhambra, CA 91803
1048	Pharmacy Administration Intern	This is a 4th year elective clerkship for fourth level Pharm.D. students.	The candidate must be currently enrolled in a Pharm.D. Program from an affiliated partnered university who is looking to gain some experiential hours as part of a level IV clerkship program. The emphasis will be the role of the Pharmacist in the Public Health Environment.	Interested candidates should: possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail; work effectively in team settings, and conduct research on evidenced based practices.	Central Health Center 241 N. Figueroa St., Room B-9 Los Angeles, Ca. 90012
1084	Commission for Women - Research/Staff Assistant Intern	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 intern will work closely with one or more Commissioners who will assist them in achieving the stated outcomes.	The interns should have an awareness and interest in 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, majoring in Communications, Journalism, Political Science, Psychology, Public Administration, Sociology, Women Studies or related majors.	Excellent oral and written communications and ability to conduct and analyze research. Upon joining the program, interns must be able to provide their own transportation to and from the internship site.	Los Angeles County Commission for Women Kenneth Hahn Hall of Administration 500 West Temple Street, Room 372 Los Angeles, CA 9012.
1088	Emergency Planning	Hollywood Mental Health Center is looking for an Intern to learn about the administrative operations of a Department of Mental Health directly operated clinic. Under direct contact of the Program Head and Clinical leads, the intern will assist with planning and implementing the building emergency disaster plan, analyze, evaluate, and offer suggestions on how to improve workflow processes at the clinic.	Risk Management, Business Administration, and related disciplines.	Adept in the use of Microsoft Word and Excel. Good communication and organizational skills. Basic knowledge of Mental Health environment is a plus.	Department of Mental Health Hollywood Mental Health 1224 North Vine St. Los Angeles, CA 90038

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1095	Healthy Aging – Los Angeles Alliance for Community Health and Aging (LAACHA)	Assist the Office of Women's Health with the organization and building of the Los Angeles Alliance for Community and Aging (LAACHA) for the promotion of Healthy Aging and Health Equity, including stakeholder engagement; assisting with communication strategies; assist with projects, tasks, and research related to healthy aging and health equity women's health; developing PowerPoints, electronic newsletter, and other materials. Data skills a plus. Duties and responsibilities will include: 1) Contribute to the planning, development and facilitation of meetings and conferences. 2) Assist in the design and publication of the LAACHA monthly newsletter, to provide current and important information and resources for older adults, family caregivers and service providers. 3) Assist with a variety of projects, tasks and research that may include collecting, analyzing, and presenting data related to healthy aging issues. 4) Outreach to engage LAACHA organizational and community partners. 5) Engage with LAACHA members, stakeholders, and community partners to help identify and develop strategies to address priority public health issues related to healthy aging. Internship Benefits: Interns will (1) gain real world work experience, (2) have opportunities to link academic course work with professional work, (3) have increased networking opportunities with local, State, and national level experts, (4) gain confidence as an emerging professional and ultimately enhance competitiveness for future employment.	Possible majors or coursework include Public Health, Gerontology, Women Studies, Public Administration, Communications. Experience and knowledge in gerontology is helpful but not required. Ability to make interdisciplinary connections, generate and/or assess solutions, and ability to communicate effectively with County staff and community stakeholders. Must include cover letter with resume.	MS Word, Excel, PowerPoint, Outlook, Teams. Expectations include being on time, signing in and out of the building, maintaining a professional demeanor and attire, completing tasks in the scheduled time frame, working in a self-driven manner, and employing a standard of accuracy and excellence in projects and outputs	Office of Women's Health (OWH) 1000 S. Fremont Ave. Bldg. A-9 East 5th Floor, Unit #105 Alhambra, CA 91803
1099	Dietetic Internship Project	To allow students from Dietetic Internship Programs to obtain observational and practical experience in applied Dietetics & Nutrition Services at DPH facilities and/or programs. Students will attend meetings with Program Analysts of the Nutrition and Physical Activity Program and understand the basic guidelines of policy, systems, and environmental change related to obesity and chronic disease prevention; understand the organizational 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/CDR Code of Ethics for the Profession of Dietetics and Process of Consideration of Ethics Issues.	Completed didactic courses in dietetics and nutrition; accepted into a coordinated or didactic dietetic internship program	Shows initiative and proactively develops recommendations to improve community-based programs; performs self-assessment, develops goals and objectives and prepares 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	Public Health 3530 Wilshire Blvd, Suite 800, Los Angeles, CA 90010
1110	Motor Vehicle Safety/Crossing Guard Location Survey	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.	Student must be currently enrolled in the semester the internship covers.	Must have the ability to think, understand and act on information obtained in a way that is both effective and responsible. Ability to exchange information both orally and written in a clear and precise way. Must have a basic understanding of research analysis.	Public Health 695 Vermont Ave., 14th floor Los Angeles, CA 90005 in the field as necessary.
1127	Assistant Project Coordinator Intern-GRAD	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, editing health education material, developing fact sheets and drafting annual education and training reports based on resulting 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.	Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education or Community Health Education.	Interested graduate students should possess: excellent written and oral communication skills; strong organizational ability; great attention to detail; skill to work both independently and in team settings; ability to conduct and implement research on evidence-based practices; and intermediate to advanced skills in Microsoft Office software applications (Word, Excel, PowerPoint, Publisher and Access). Ability to interpret quantitative statistical analysis and develop evaluation reports. At least one program planning; and at least one health behavior theory or communications course preferred.	Public Health 123 W. Manchester Blvd. Inglewood, CA 90301
1153	Community Health Education & Health Promotion Service Planning Area's (SPA's) 3&4	Duties include directly assisting 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.	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 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 critiquing 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.	Public Health SPA 3 Pomona Health Center 750 S. Park Avenue Pomona, CA 91766 or Monrovia Health Center 330 W. Maple Avenue Monrovia, CA 91016 SPA 4 Hollywood Wilshire Health Center 5205 Melrose Avenue Hollywood, CA 90038 or Central Health Center 241 N. Figueroa Street Los Angeles, CA 90012

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1161	Assistant Project Coordinator-GRAD	<p>The Training and Organizational Development (T/OD) Unit within Human Resources, seeks an Assistant Project Coordinator Intern to assist with planning, project management. The duties may include one or more of the following: assisting in orientating and reorienting members of the "Technical Support Community (TSC)," numerous training stakeholders at the DHS medical centers and health centers, developing marketing strategies and tools, coordinating special events, developing, revising, and editing staff education materials, and assisting with drafting annual education and training reports based on resulting data.</p> <p>The T/OD Unit of the Department of Health Services (DHS) is an administrative office that oversees compliance to training for the 20,000 plus workforce members within DHS. DHS is the largest of the 37 County Departments. The Unit collaborates with the TSC to schedule and manage mandatory training including Sexual Harassment Prevention, County Policy of Equity, Diversity, Legal Exposure Reduction, Americans with Disabilities Act, Employment Discrimination Prevention, and other such offerings. The Unit generates biweekly compliance reports that reflect compliance to these trainings and disseminates it to HR Managers. T/OD also manages the Learning Net (LNET), the County's learning management system, and assists with troubleshooting system or other issues for the DHS workforce in concert with the Help Desk. Finally, T/OD has expertise in converting instructor-led training into electronic or web-based training, video production, and editing.</p>	<p>Must currently be a student in a Master's degree accredited program of study with specialization in Organizational Psychology, Learning Development, Marketing, Business Administration, Public Administration, or Health Education/Community Health Education. Interested graduate students should possess: excellent project management tools and strategies, written and oral communication skills; strong organizational ability; great attention to detail; skill to work both independently and in team settings; building evaluation tools, and analyzing data. Business administration, project management, education, communication/technical writing/information design, marketing, advertising, database development, statistics/measurement, research methods, Adobe Illustrator, Microsoft Office Suite (Access, PowerPoint, Word, and Excel). Experience with Captivate or GoAnimate software is also desirable.</p>	<p>Ability to interpret quantitative statistical analysis and develop evaluation reports. Project Management and Facilitation skills are highly desirable.</p> <p>The ideal candidate will possess strong</p> <ul style="list-style-type: none"> • Project management skills • analytical and problem-solving skills with the ability to quickly grasp new information, act upon it, and present a workable solution or finished deliverable • written and oral communication skills to present ideas and concepts in a clear, comprehensive yet concise, easily understandable, and professional manner • interpersonal skills to effectively build relationships and collaborate with a variety of employees and business partners on work assignments • research skills to compile information in useful formats and derive relevant findings on a range of topics by conducting primary and secondary research • Microsoft Access, PowerPoint, Word, and Excel skills 	<p>Health Services Training and Organizational Development 5555 Ferguson Drive Commerce, CA 90022</p>
1171	System Registration Process	<p>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.</p> <p>The current process for an employee to request and get approved 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.</p> <p>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 devices (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 accesses granted.</p> <p>Students working on this project will:</p> <ul style="list-style-type: none"> 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 		<p>The ideal participants should be versed in software and tools that include, but not limited to:</p> <ul style="list-style-type: none"> •Xamarin •E Sharp •NET •Business Process Automation (BPM) or workflow solutions 	<p>Probation Department Headquarters 9150 Imperial Highway Downey, CA 90242</p> <p>Please note: Field Work may be assigned.</p>
1186	Food Insecurity Unit Internship	<p>The student will be working with 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 is: Conducting environmental assessments of food insecurity screening and referral processes, managing and analyzing food insecurity screening tools, Interns 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 screeners; Assist in the development and evaluation of food insecurity referral systems; Assist the Division of Chronic Disease & Injury 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.</p>	<p>Be in the process of receiving an undergraduate degree</p>	<p>Xamarin</p>	<p>Public Health 3530 Wilshire Blvd. Suite 800, Los Angeles, CA 90010</p>
1193	Parks and Recreation	<p>Assist the Capital Project Group of the Planning and Development Agency with various project management tasks, including but not limited to: preparation of graphics, note taking at meetings, review of plans, product research, and the outreach/engagement for a playground project.</p>	<p>Landscape Architecture, Project Management or Construction Management</p>	<p>C Sharp</p>	<p>Parks and Recreation 1000 South Fremont Avenue, Alhambra, CA 91803</p>
1194	Parks and Recreation	<p>Assist the Landscape Architecture and Design Section of Planning and Development with various landscape architectural tasks, including but not limited to: site analysis, preparation of graphics, community meetings, review of plans, drafting and product research.</p>	<p>Landscape Architecture</p>	<p>.NET</p>	<p>Parks and Recreation 1000 South Fremont Avenue, Alhambra, CA 91804</p>
1196	Capital Project Assistant	<p>Assist the Capital Project Group of the Planning and Development Agency with various project management tasks, including but not limited to: preparation of graphics, note taking at meetings, review of plans, product research, and the outreach/engagement for a playground project.</p>	<p>Landscape Architecture, Project Management or Construction Management</p>	<p>Business Process Automation (BPM) or workflow solutions</p>	<p>Parks and Recreation 1000 South Fremont Avenue Alhambra, CA 91803</p>
1197	Landscape Architecture	<p>Assist the Landscape Architecture and Design Section of Planning and Development with various landscape architectural tasks, including but not limited to: site analysis, preparation of graphics, community meetings, review of plans, drafting and product research.</p>	<p>Landscape Architecture</p>	<p>Ability to provide simple hand graphics as needed. Ability to work with little supervision on tasks assigned by the Landscape Architecture and Design section. Excellent customer service skills required. Ability to assist with public meetings and workshops.</p>	<p>Parks and Recreation 1000 South Fremont Avenue Alhambra, CA 91804</p>
1200	Department Facility Inspection App	<p>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 rules 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. RC currently does not have an efficient way to track the corrective actions required on work sites in time to mitigate injuries and illnesses in the work place.</p> <p>The purpose of the project is developing a Facility Inspection application to:</p> <ul style="list-style-type: none"> • Automate facility inspections process • Improve hazard evaluations and data analysis • User geographic information system services to visually represent hazard incidents and efficiently schedule inspections • Have an ability to review hazard findings and control for corrective actions timely, thus Worker's Compensation claims and incurred cost would be reduced • Have an ability to generate inspection and incident reports • Have ability to persist new inspection data (no editing of the existing records) when connectivity is not available and recall it for submission once connectivity is available 	<p>Fields related to Engineering, Computer Sciences or Information Technology</p>	<p>The following technology knowledge would be required:</p> <ul style="list-style-type: none"> • ASP.NET MVC • C# • SQL (Transact-SQL) <p>The following experience would be required:</p> <ul style="list-style-type: none"> • Development of a ASP.NET MVC web application • Basic knowledge (or willingness to learn) of map GIS service integration 	<p>Public Health 5555 Ferguson Drive Commerce, CA 90022</p>

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1221	Asset Migration Project	The Registrar-Recorder/County Clerk (RR/CC) is exploring the feasibility of migrating the departmental asset management system into the election devices asset management system. The RR/CC seeks the assistance of an academic intern to: <ul style="list-style-type: none"> Identify and document the requirements of the department asset management system Identify and document current workflows Identify and document new workflows Identify and document all possible assets for migration Identify and document estimated costs Create and analysis and recommendation document detailing the work required, estimate costs and ongoing maintenance if the RR/CC were to pursue the migration Present findings to RR/CC management 	Student must have a concentration in Computer Information Systems (CIS), Computer Science, or closely related concentration.		Registrar-Recorder/County Clerk IT Bureau 12400 Imperial Hwy. Norwalk, CA 90650
1222	Scheduling System Administrator	The Registrar-Recorder/County Clerk (RR/CC) currently uses a scheduling software to manage and schedule over 1,000 employees during the election. The academic intern would: <ul style="list-style-type: none"> Document a workflow for effectively creating and updating user accounts Create and manage user accounts across the department Manage user registration portal Configure system based on upcoming election information, including locations and sitewide settings Manage scheduling and route uploads Manage sitewide communications Manage weekly timecards creations and approvals Provide technical support as needed to department users Provide departmental training sessions as needed Create weekly reports for Human Resources and IT managements 	Student must have a concentration in Computer Information Systems (CIS), Computer Science, or closely related concentration.		Registrar-Recorder/County Clerk IT Bureau 12400 Imperial Hwy. Norwalk, CA 90650
1223	Tenable Vulnerability Scanning Project	Tenable 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. The selected academic intern(s) will: <ul style="list-style-type: none"> Deploy the security solution to the entire RR/CC enterprise Identify and document all devices to be scanned Scan devices on entire RR/CC network Create report with action plans and recommendations for all devices that are in and out compliance, based on: <ul style="list-style-type: none"> NIST framework Operating System Asset types Meet with system owners to review compliance report Set timeline for compliance Reassess through scan that recommendations for compliance were implemented Create a scan schedule that will generate a report to identify service owners out of compliance Document process and report to DISO/CIO/Chief Deputy Post to RR/CC document repository 	Student must have a concentration in Computer Information Systems (CIS), Computer Science, or closely related concentration.		Registrar-Recorder/County Clerk IT Bureau 12400 Imperial Hwy. Norwalk, CA 90650
1226	Agricultural Comm/Weights and Measures	The expansion and completion of existing web application to replace legacy applications. The project will complete several modules of the web application using: ASP.NET MVC, Bootstrap, React, MS SQL Server, Power BI Desktop, and Power BI Report Builder. This web application is a multiagency solution and will be deployed in a Production environment. The web application expansion will include completion of several modules with revenue generating components. The new expansion will continue to ensure all development is reactive and will accommodate phone, table, and computer platforms using Bootstrap and React. The new expansion will be required to generate reports and maps both online and printed. Investigation into deploying the application from a server hosted environment to an Azure hosted application will be required.			Agricultural Comm/Weights and Measures Telework
1229	Communications Intern	Intern with the Department of Consumer and Business Affairs' (DCBA) communications team and provide remote support to the County's consumers, renters, homeowners, business owners, immigrants, and litigants. You'll have an opportunity to utilize written, design, and multimedia skills to inform the public about DCBA's robust suite of services. Through the Communications Team, our intern will work alongside DCBA's communicators to develop innovative and effective ways to reach out to the public in plain language. We seek communicators with a positive, people-first spirit who can share and develop their skills. We communicate through the written word, video, and audio, including graphic and web design, in multiple languages across several website and social media platforms.		<ul style="list-style-type: none"> Excellent writing and public-speaking skills Graphic design, web design, video editing, and/or social media skills Compassionate Motivated Bilingual English/Spanish is a plus but not required 	Consumer & Business Affairs Telework
1230	Administration Tech Support	Technical knowledge of setting up and installing computers and laptops. Soft skills required are good communication skills, flexibility, patience and problem solving.		Technical knowledge of setting up and installing computers and laptops. Soft skills required are good communication skills, flexibility, patience and problem solving.	Consumer & Business Affairs 500 West Temple Street, Room B-96 Los Angeles, CA 90012
1233	Temporary Dentures for People Experiencing Homelessness	Dental school interns will be providing temporary partial dentures to people experiencing homelessness or people who are socioeconomically disadvantaged in Los Angeles County. In addition the interns will be providing them with oral health education and list of low cost and no cost dental clinics near the project location. 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 and/or lower anterior teeth to improve esthetics and possibly phonetics. Dental students will fabricate and deliver the temporary partial dentures at the site. Dental students must work under the supervision of a faculty dentist.	Doctor of Dental Medicine Students	Dental student who have knowledge of dental anatomy and some clinical dental experience. Must have the approval from a dental faculty.	14330 Telegraph Rd Whittier, CA 90604
1236	Violence Prevention	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) health education, programming, and community engagement, (2) research and evaluation, (3) policy and advocacy, and (4) capacity-building training 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.	Education or course work in public health, psychology, sociology, anthropology, or social work preferred.	Interns will play a critical role in supporting OVP staff and requires individuals who are critical thinkers, resourceful, well organized and detail-oriented. Additional skills needed include strong oral, written, listening, and communication skills and the ability to engage with diverse populations, manage multiple tasks, and possess basic analytical skills.	Public Health 1000 S. Fremont Avenue, Alhambra CA 91803 Community Work in each Service Planning Area
1237	Anti-Racism Diversity And Inclusion (ARDI) - Graphic Design	Academic interns will provide graphic design services for the purposes of establishing a campaign that aligns and elevates the County's Antiracist Diversity and Inclusion (ARDI) strategic plan and policy agenda. Specifically, project assignment will entail: <ul style="list-style-type: none"> Reigning advertisement and marketing collateral, including placement Create an ARDI logo 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. Collaborate with various ARDI workgroups 		Webpage Design, Graphic Design, Adobe, Photoshop, Illustrator, XD & InDesign	Chief Executive Office Telework

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1242	Anti-Racism Diversity And Inclusion (ARDI) - Research	Provide research and GIS analysis services for the County's Antiracist Diversity and Inclusion (ARDI) Unit for the purposes of supporting the production of reports with a focus on outcomes for Los Angeles County residents, especially communities of color and areas of concentrated and/or accumulated disadvantage. Specifically, work will entail: <ul style="list-style-type: none"> •Conducting research •Collecting, processing and analyzing data •Conducting a landscape analysis of the conditions for persons living in Los Angeles County •Conducting a crosswalk of existing data reports/sources and concurrent studies and research •Helping identify performance indicators and outcomes, including baseline of current state for LA County •Conducting geospatial mapping of relevant indicators •Developing descriptive data analysis that reflects trends •Summarizing comprehensive analysis of what that data means relative to the report's objectives •Analyzing County services, initiatives, and programs to evaluate the County's services to determine how they are impacting people's lives •Researching and identifying best practices for eliminating implicit and structural bias and racism in systems of incarceration, health and social service agencies •Collaborating with the ARDI Academic Research Consortium members •Collaborating with the ARDI Data and Planning workgroup 		Research Methods, GIS, Qualitative and Quantitative Data Analysis, Applied Statistics, Behavioral and Social Sciences	Chief Executive Office Telework
1244	Launch Summer Programs	Assist DPR's Public Information Office in drafting and reviewing talking points and press releases, developing and maintaining a social media planner and tracker, creating and updating a media contacts list, taking meeting notes, review social media and marketing materials for accuracy of information.	Experience working with journalists and the media, drafting copy for different materials, including social media post copy, and proofreading documents.	Good customer skills. Experience with Excel, Word and Outlook. Great organizational skills.	Parks & Recreation 1000 Fremont Alhambra, CA Internship Hours: 8:30 am – 5:00 pm
1245	LA County Youth Commission Social Policy Intern	Social Policy, Public Policy, Child Welfare Policy, Juvenile Justice, Macro and Mezo. Experience or interest in program development, strategy and navigating complex systems is a plus.	Social Policy, Public Policy, Child Welfare Policy, Juvenile Justice, Macro and Mezo.	Experience or interest in program development, strategy and navigating complex systems is a plus.	Board of Supervisors Virtual and: Kenneth Hahn Hall of Administration 500 W. Temple St, Los Angeles, CA 90012
1246	Institutional Review Board (IRB)	The Institutional Review Board (IRB), housed in the DPH Chief Science Office, serves as an independent oversight board that strives to ensure the ethical treatment of participants in research and related data-gathering activities such as evaluation, needs assessments, and certain types of surveillance. As part of its review process, the IRB prioritizes equity of study recruitment, ethical conduct, rigorous and appropriate methodology, and community engagement. The IRB offers quarterly training sessions as well as case-by-base consultation to support the Los Angeles County research community which includes County staff as well as collaborators from community-based organizations. In addition to regulatory oversight and education, the IRB has established a Health Equity Initiative (HEI) to better position itself to address health equity in research. HEI activities include an annual health equity survey to engage the community for input and a mini-grant program that seeks to support community efforts to measure and address health equity. Internship responsibilities include: becoming familiar with federal regulations and County policies that govern the ethical conduct of research and other data-gathering activities; support of Health Equity Initiative activities including assistance with survey administration, data management, analysis and reporting; data entry and management using the IRB's new research project database; assisting with transferring hard copy research projects into the online database; working with sensitive and/or confidential data; general clerical and administrative duties in support of the IRB office. Interns will have the opportunity to attend at least one IRB committee meeting.	Undergraduate and Graduate students.	Coursework and/or experience in public health research.	Public Health 313 N. Figueroa St., Room 127 Los Angeles, CA 90012
1254	Division of HIV and STD Programs (DHSP) – Planning, Development, and Research	Seeking a graduate level public health intern to assist with program evaluation of clinical programs tied to Los Angeles County's Ending the HIV Epidemic Initiatives. Intern duties may vary depending upon the topic and program needs and can include data cleaning, assistance with development of data dictionary and data protocol for HIV Testing Services (HTS), completing data entry and managing datasets, conducting literature reviews, performing various data analyses, including analysis on health district residence and HIV service/testing access for HTS and Ryan White (RW) services, and assisting with a range of program development and monitoring and evaluation activities.	Preference for graduate level majors related to epidemiology or public health.	Intern should have strong writing skills, competency with SAS, and preferably have some program evaluation experience.	Public Health Telework or 600 S. Commonwealth Ave., Los Angeles, CA 90005
1259	Center for Financial Empowerment – Communications/Marketing & Graphic Design	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: <ul style="list-style-type: none"> •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 functions •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 		Consumer & Business Affairs Telework
1260	Center for Financial Empowerment – Project Research & Evaluation	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: <ul style="list-style-type: none"> •Planning, 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 judgement 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 •Planning, developing, and maintaining research, data and related databases 		Consumer & Business Affairs Telework
1265	Racial Equity Academic Intern	Los Angeles County's Racial Equity office is seeking highly motivated student interns to provide support for various projects related to the County's racial equity goals. Assignments may include, but are not limited to: <ul style="list-style-type: none"> •Supporting the implementation and evaluation of the Countywide Racial Equity Strategic Plan. Responsibilities may include, but not be limited to, helping to support meetings with logistics and notetaking, doing secondary research, and providing recommendations/input on the process, as appropriate. •Working with ARDI staff on research and analysis to support Board-directed focus areas •Working with ARDI staff to prepare and conduct community outreach engagements 	Relevant fields of study include Public Administration, Public Health, Sociology, Psychology, Cultural Studies, Business Administration, Medicine, Human Behavior, Anthropology, Statistics and related fields.	Interested students should have experience conducting independent research, creating written materials, communicating key findings both orally and in presentation formats, and working independently with minimal supervision.	Chief Executive Office
1267	Data Collection & Management of Rapid Surveys and Surveillance Data	Assist data analysts with the review, preparation, administration, and collection of rapid surveys and surveillance data.	Epidemiology; Master's educational level	Interns must have strong written and verbal skills and experience using coded intake forms, codebooks, and BASE SAS 9.4 statistical software.	Public Health Telework

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1269	MSW Internship	Children's Medical Services provides preventive screening, diagnostic, treatment, rehabilitation, and follow-up services to meet the specific health care needs of children and youth with special health care needs and provides related resources. We are seeking a Master of Social Work intern to perform multi-level practice work: individual, group, and systemic interventions. Intern will apply multiple treatment modalities and social work theory/ frameworks to gain perspective and insight on patient / family dynamics. Intern will get experience with assessment, diagnosis, treatment planning, intervention, outcomes evaluation, and termination. Apply social work practices to multicultural populations. Interns will work on advocacy, resource referral, community needs assessment, evaluation, and documentation. Internship will provide macro skill development such as advocacy, evaluation, fundraising and development, grant writing, and program development.	Current enrollment in the Masters of Social Work program		Public Health 9320 S. Telstar Ave. El Monte, CA 91731
1272	Lead Poisoning Prevention Materials Management	This intern will support lead poisoning prevention materials management, which will include processing orders for health care providers and community partners, determining if materials need translation, developing materials as needed, and tracking materials distributed. Tasks may include data entry, administration, virtual presentations, assembling materials for outreach events, and answering phone calls. Special projects in public health program planning, implementing, monitoring, and evaluation may also be explored, including updating curricula, developing campaign materials, and analyzing activity results.	Health Education, Health Administration, Public Health, etc.		Public Health Childhood Lead Poisoning Prevention Program Health Education Unit 5555 Ferguson Drive Commerce, CA, 90022
1273	Community Health Education and Health Promotion – African American Infant and Maternal Mortality Initiative - Graduate Level	This unique internship opportunity would center around addressing health inequities facing BIPOC (Black, Indigenous and People of Color) communities in the Antelope Valley (Service Planning Area 1) and San Fernando & Santa Clarita Valleys (Service Planning Area 2). As a member of the Community Liaising Team, the intern would primarily assist the regional/DPH leads in the facilitation of the regional Community Action Teams (AV AAIMM CAT and/or SFSCV AAIMM CAT). As part of the megSPA 1&2 approach to address health inequities, the intern will closely collaborate with both CATs' leads. The CATs are part of the countywide AAIMM Initiative that focuses on reducing the black-white infant mortality gap that exists in LA County by 30% within 5 years (we currently 4 years in). The CATs reflect an equal partnership between government, community-faith-based organizations, and residents. In association with the functions of the community action team, the intern would focus on: •Developing/maintaining evaluation tools •Collecting and analyzing data, presenting results •Supporting the DPH/Community leads in the development/operations of workgroup(s) •Coordinating and leading/participating in community events, workshops, support groups •Pursuing grant development and funding opportunities •Analyzing and discussing health policy Since this a broadly supported initiative, there would also be opportunities to interact with local political leaders, activists, and community leaders. Should there be any interest, there is additional opportunity to engage in public health equity work in relation to the other high-risk communities residing with SPA 1&2. NON-ESSENTIAL FUNCTIONS: Assist with other community engagement efforts and COVID-19, Monkeypox, and other related projects, as time and interest allow.	The student must be actively enrolled in an MPH/equivalent program or doctorate program.	Prior Work Experience: Highly desired – one or more years of working in/with a non-profit organization, government, healthcare setting or community service-based organization in a role that required coordinating a project or program and/or interfacing with a team and general public. Prior work experience could be a combination of paid employment, volunteer work and/or other internship experiences. Academic or professional experience in data assessment, research, community engagement and/or grants management is preferred but not required. Other Knowledge, Skills, and Abilities: Strong interpersonal skills; an openness to learn and grow; virtual platform experience; experience with Microsoft products including Word, Excel, Outlook, PowerPoint; graphic design programs (e.g., Publisher, Canva); strong knowledge of Word and Excel preferred; knowledge of social media. Additional Requirement: Access to personal laptop and internet connection in the event teleworking is necessary. Access to transportation.	Public Health Virtual/teleworking option will be available. Physical office locations vary upon candidate's geographic location, including Antelope Valley Health Center (SPA 1: 335-B East Ave K6, Lancaster, CA 93535; SPA 2: Zev Yaroslavsky Family Support Center, 7555 Van Nuys Blvd, Van Nuys, CA 91405).
1276	Risk Management-Safety/Emergency	Gain the knowledge and experience for compliance recognition to federal, state, and Cal-OSHA standards, policies, and regulations. Contribute to the progressive understanding of how to appeal before the Occupational Safety and Health Appeals Board and the OSHA legal process by defining the process for Cal/OSHA inspections, citations, and penalties. Facilitate providing safety awareness and the impacts of risk management by comprehending workers' compensation and risk management processes to achieve common goal setting and accountability between employee relations. Collaborate to continue developing and implementing an effective Injury & Illness Prevention Program (IIPP) and its eight key elements. Provide support in helping with the administration and the development of the Department's emergency plans, protocols, and training that can impact the Department's mission and goal to provide world-class services.	Candidates must currently be a student in a Community College, or pursuing a Bachelor's or Master's degree at a College or University. Interns will report to the Department Risk Manager, Human Resources.	Communications, technical writing, Speech, Fundamentals of Occupational Safety and Health, Risk Management, Safety Engineering, Emergency Management, Homeland Security, Intro to Terrorism. Experience working with Outlook, Word, Excel, and PowerPoint. Comfortable engaging all levels of management. Good social skills.	Parks and Recreation Alhambra Headquarters 1000 South Fremont Ave, Alhambra, CA 91803
1278	Health Education Administration (HEA)	The Los Angeles County Department of Public Health, HEA promotes health through effective health education communications, an empowered health education workforce, and successful partnerships. As a result, HEA manages several department-wide initiatives including dissemination of information through the [HEALTHED] Listserv, worksite wellness for 4,000 employees, coordinating speaking requests through the Speakers' Bureau, assuring the quality of departmental educational materials, coordinating community engagement opportunities through National Public Health Week and the Community Ambassador program, processing department-wide translation/interpretation requests and conducting plain language training. Each activity works to improve the health education of the public through SPA activities, print materials and increasing resources for Health Educators to share. HEA seeks a Community Engagement Intern to support HEA's community engagement efforts. Duties may include one or more of the following: developing data gathering tools (e.g. online surveys, focus group guides); building databases using Access or other software; entering and cleaning-up data; analyzing data using statistical software and methods; writing reports based on resulting data, and reporting results to key stakeholders; assisting with the development of new educational materials.	Graduate degree in progress.	Experience with interviewing and/or communicating health information. Experience with coordinating/planning community-based programming. Experience using computer software and database programs, including MS Office (Word, Excel, PowerPoint, and Access). Experience with data management.	Public Health Remote; in person approximately once a month at 214 N. Figueroa St, Rm. 148, Los Angeles, CA 90012
1279	Sexual and Reproductive Health/Gender Based Violence	Contribute to programmatic work around education, advocacy, and planning related to sexual and reproductive health, including abortion and contraception, and/or interpersonal violence, include intimate partner violence, sexual violence, and human trafficking, and the intersections of these issues with other public health topics. Work with staff on health briefs, infographics/fact sheets, survey development, trainings, reports/manuscripts, and/or event/conference planning. Track and analyze legislative and policy changes related to these issues. Graduate students preferred. Must include a cover letter with a resume.	Graduate students preferred.	MS Word, Excel, PowerPoint, Outlook Preferred strong writing skills	Public Health OWH office – 1000 S. Fremont Ave Building A-9 East 5 th Floor Alhambra CA 91803
1280	Team Food Safety	Student intern will join an interdisciplinary team (Acute Communicable Disease Control (ACDC) Food Safety Unit) to support diverse and dynamic activities including foodborne disease surveillance and outbreak management. Duties include, but are not limited to: Rapid assessment of potential clusters; support field investigations as appropriate; support local and multi-jurisdictional cluster investigations, including conducting CDC standard interviews; assist with data entry/analysis of data collected from interviews; the student intern will receive career mentorship in epidemiology and public health throughout their internship.	Epidemiology and public health.	Basic epidemiology	Public Health Remote and field-based
1281	Domestic Violence Housing Supportive Services (DVHSS)	Assist the Office of Women's Health with the programmatic administration, growth and sustainability of the Domestic Violence Housing and Supportive Services (DVHSS) unit, which includes stakeholder engagement; assisting with communication strategies, projects, tasks, and research related to domestic violence issues affecting the health and well-being of individuals, women, and their dependent children. An intern will analyze and collect data, develop PowerPoints, and use other electronic media to express results. Data skills a must. Duties and responsibilities will include: 1. Contribute to the planning, development and facilitation of meetings and conferences 2. Assist in the design and publication of updates or status reports, to provide current and important information and resources identified to address service gaps for DV survivors and service providers 3. Assist with a variety of projects, tasks and research that may include collecting, analyzing, and presenting data, infographics and trend information related to DVHSS issues. 4. Outreach and engagement with the Domestic Violence Council, organizational and community partners to assist in the development and support of DV survivor-centered resources to address intimate partner violence. 5. Engage with DV Council, other County departments, stakeholders, and community partners to help identify and develop communication strategies to address priority programmatic and public health issues related to DVHSS.	Possible majors or coursework include Public Health, Intimate Partner Violence and supervised experiences related to the co-occurring mental health, trauma and substance abuse affecting DV survivors and other areas such as: Women Studies, Social Work, Clinical Psychology, Counseling, Marriage and Family Therapy, Public Administration, Communications. Experience and knowledge in family counseling is helpful but not required.	Ability to make interdisciplinary connections, generate and/or assess solutions, and ability to communicate effectively with County staff and community stakeholders. MS Word, Excel, PowerPoint, Outlook, Teams, and survey software is desirable. generate and/or assess solutions, and ability to communicate effectively with County staff and community stakeholders. Must include cover letter with resume.	Public Health OWH office – 1000 S. Fremont Ave Building A-9 East 5 th Floor Alhambra CA 91803

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1282	Office of Planning, Integration, and Engagement (PIE)	Los Angeles County Department of Public Health's Office of Planning, Integration, and Engagement (PIE) is responsible for building and managing multi-disciplinary teams focusing on resource development, strategic planning and integration, and community engagement. Housed in the Executive Office, the Director reports to the Public Health Director and works collaboratively with Executive Leadership Team, Program Directors, and community stakeholders to establish, support, facilitate, and coordinate public health initiatives. PIE consists of five units: Planning, Integration, Community Engagement, Education Sector Partnership and Programming, and Resource Development.	Undergraduate and Graduate students.	Interns and volunteers will have the opportunity to work on a diverse set of evolving projects based on the PIE Unit's needs and the candidate's interest. Sample duties may include assisting with planning, implementing, and evaluating public health programs and activities such as conducting research and/or assisting with internal or external assessments; conducting community outreach and working with community residents, participating in internal/external committees and/or collaboratives; and providing grant writing and management support. Additional skills needed include strong oral, written, listening, and communication skills and the ability to engage with a diverse group of stakeholders.	Public Health 313 N. Figueroa St., Suite 708, Los Angeles, CA 90012
1284	Mobile Food Facility Inspections	The project involves development of inspection procedures for the Mobile Food Facility Program. The intern would assist with development of outreach materials, creation of internal documents and assistance with commissary surveys and inspection on mobile food facilities operating after 5:30 PM.	Environmental Health courses, sciences	Word processing software, Adobe Acrobat.	Public Health 5050 Commerce Drive, Baldwin Park, CA 91706
1286	Analyzing Program Data	The project involves analyzing permitted inventory and inspection data for branch programs to better understand staffing needs.	Environmental Health, Science coursework.	Experience analyzing data.	Public Health 5050 Commerce Drive, Baldwin Park, CA 91706
1287	Environmental Health – Division Support Branch	Interns will collaborate with EH programs to update public information and assist in the development of training plans, training presentations, and guidance materials. Interns may also: conduct research or surveys of other jurisdictions; review the accuracy of information/data on EH websites and within inspection databases; or assist Environmental Health programs to develop workflows to improve efficiencies. Interns may also receive exposure to the oversight and enforcement of state and local regulations as it relates to EH inspections.	Life Science, Environmental Health, Environmental Engineering, Public Administration coursework.	Data analysis, spreadsheet management, graphic design, public communication, word processing software.	Public Health 5050 Commerce Drive, Baldwin Park, CA 91706
1289	Environmental Health – Environmental Protection Branch	Interns will assist with inventory investigations, data review and digitization, and updating industry and public information documents. The intern may also receive exposure to the oversight and enforcement of state and local regulations as it relates to EH inspections.	Undergraduate students.	Life Science / Environmental health / Environmental engineering coursework, public administration.	Public Health 5050 Commerce Drive, Baldwin Park, CA 91706
1290	Social Media Intern	The Communications and Community Relations Team is looking for a social media intern to help manage the Division of Chronic Disease & Injury Prevention's social media accounts. This internship includes creating new content, posting and monitoring social media posts, editing social media content, and advising Team on social media trends. The intern will work with one manager on the Team to check in weekly, draft and edit social media content, and assist in posting content and monitoring content for the Division's social media accounts.	Undergraduate students.	Health communications, public relations, advertising, marketing, crisis communications, communications research. Desirable academic experience in health care, public health, political science, psychology, sociology, or science-related fields.	Public Health Remote work
1293	Vaccine Preventable Disease Surveillance (VPDCP)	The intern will work with the Epidemiology and Surveillance Unit to create innovative communication products to disseminate data on disease and vaccination trends. Products may include reports, fact sheets, dashboards, maps, infographics, toolkits, and other educational materials. This project may also entail reaching out to healthcare providers, schools, and community-based organizations to gather feedback and assess the usefulness of our communication products.	Undergraduate and Graduate students.	Experience with data analysis and visualization is preferred. Strong communication and stakeholder engagement skills are also desired.	Public Health 3530 Wilshire Blvd #700, Los Angeles, CA 90010 (remote option available)
1294	Probation Dept. Intern – Human Resources	We are now accepting interns in Human Resources to assist in our recruitment efforts of Peace Officers for our department. This internship opportunity will include projects in the following: assist the Pre-Employment Section Manager in recruitment efforts and application exams; participate and connect with Colleges/Universities for outreach efforts; prepares a recruitment plan to attract qualified candidates using new and traditional methods such as the internet and other posting sites; developing operating manual or desk manual for recruiters; conducts research, collects and analyzes data, and prepares recommendations on assigned projects; identify problems and implement or recommend solutions; working with Communications and Marketing on recruitment through social media.	Qualified applicants are currently enrolled juniors, seniors or graduate level students currently enrolled at a partnered university majoring in Human Resources (recruitment and knowledge of statistics or data analysis).	Intern must be able to use critical thinking skills when performing their assignment and tasks. Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio. Ability to work within the framework of departmental policies and procedures. Ability to manage projects, coordinate with stakeholders, and be open to constructive feedback. Ability to meet and deal with the public and work with colleagues in a pleasant, professional, and courteous manner. Good oral and written communication skills required. Some research analysis experience required. Also, to analyze qualitative and quantitative data from collected evaluations to implement improvements.	Probation Department Headquarters - Recruitment Unit 9150 E. Imperial Hwy Downey, CA 90242
1295	Obtaining Justice and Equity for Black women and their infants	The intern(s) will closely work with African American Infant and Maternal Mortality (AAIMM) Prevention Initiative South LA/South Bay (SLASB) Community Action Team (CAT). The intern(s) will support the SLASB AAIMM CAT with building a robust network of partners and community members in SPA 6 and 8. Additionally, the intern(s) will support the SLASB AAIMM CAT in identifying gaps in services for Black families in SPA 6 and 8. The intern(s) will support SLASB AAIMM CAT in creating a foundational document(s) that narrates the history of AAIMM, where we are now, and where the initiative plans to be in the future. Lastly, in efforts to better prepare the SLASB AAIMM CAT, the intern(s) will work on creating a crisis management protocol document to support Black birthing persons during an emergency. This opportunity will give the student experience with developing protocols, community outreach, and health promotion. The internship can be carried out remotely with opportunity to be involved in many community events. Course-credit and career mentorship is available.	Undergraduate students.	Interested in health disparities, specifically in infant and maternal mortality. Proficient in Microsoft Word, PowerPoint, and Excel.	Public Health Remote work
1297	Chronic Disease and Injury Prevention	Interns will be involved in developing/implementing policies, systems, and environmental change strategies/programs supported by the Division of Chronic Disease and Injury Prevention and the community-based organizations it works with. Examples of duties and responsibilities include, but are not limited to, supporting fieldwork, conducting opinion surveys for smoke-free tobacco policies, designing nutritional evaluations for county detention facilities, delivering presentations on tree-planting strategies for physical and mental health, utilizing social media for promoting physical activity and access to wellness programs, and evaluating program impact. Specific projects are assigned based on intern rankings, performance on interviews, their skill sets, and what a program needs.	Must be a student in a doctoral training program in a healthcare field - MD, DO, DDS, PharmD, other equivalent discipline.	Ideal candidates should demonstrate strong interpersonal, verbal and written communication, critical thinking and problem-solving, and program assessment skills.	Public Health 3530 Wilshire Blvd, Ste. 800 Los Angeles, CA 90010

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1300	Los Angeles County Medical Examiner Decedent Service Unit (DSU) Internship Program for East Los Angeles College students only	<p>The Dept. of Medical Examiner investigates and determines the circumstances, manner and cause of all violent, sudden or unusual deaths occurring within Los Angeles County, including the City of Los Angeles, 87 other municipalities, and its unincorporated areas.</p> <p>The DSU internship program seeks to provide college students with hands-on experience and understanding in the handling, transportation, processing, and disposition (release of) human remains at the Forensic Science Center. Students will be exposed to a variety of death scenes including homicides, suicides, drug overdoses, unhouse decedents, and traffic accidents.</p> <p>The mission of the program is to offer students practical work experience given by a department Forensic Attendant, Senior Forensic Attendant, Supervising Forensic Attendant, and/or Medical Examiner Investigator. Students will have an opportunity to observe, contribute, and rotate through different parts of the Decedent Services Unit. They will also be able to observe other divisions at work. The opportunities will afford the student career connections, mentorship, and networking opportunities. The training is hands-on, constructive, and gives on-going feedback for personal and professional development.</p> <p>This is an unpaid, 160-hour volunteer internship for which students will receive Direct Studies Course credit through East L.A. College (ELAC). Should an intern want to continue as an unpaid volunteer for the department at the end of their 160-hour commitment, requests to continue to volunteer will be considered on a case-by-case basis. Daily duties include but are not limited to:</p> <ul style="list-style-type: none"> o Answering phone calls and assisting callers while in the Decedent Services Unit. o Riding out to hospitals and field calls in a county vehicle to observe and assist with decedent removal. o Processing of decedents including decedent movement, documentation of physical characteristics (eye/hair color, etc.), clothing removal, fingerprinting, photography, and crypt assignment. o Releasing of decedents to mortuaries. 	Applicants must be currently enrolled in ELAC Criminal Justice Program. Application is open to candidates who have a passion for public service and death investigation and are not easily bothered by or unsettled by the end of a life, including varying stages of a decomposing body. This person must be self-motivated, be a hard worker and exhibit attention to detail.	This internship requires participants to be able to perform arduous physical duties, to include moving decedents in excess of several hundred pounds and respond to any part of the County of Los Angeles at any time of year. This can include mountainous terrain in poor weather. Applicants will be required to obtain medical clearance from a physician in order to be issued a fit tested respirator. Respiratory protection is mandated by OSHA and enforced by the Los Angeles County Dept. of Medical Examiner's own respiratory protection policy	Medical Examiner-Coroner 1104 N. Mission Road Los Angeles CA 90033
1301	Los Angeles County Department of Medical Examiner's Investigations Division Internship Program for California State University, Long Beach students only	<p>The responsibilities of the Department of Medical Examiner (DME) include inquiring into and determining the circumstances, manner, and cause of deaths which fall within its jurisdiction. Deaths that fall under the jurisdiction of the DME are investigated by the Investigations Division. The Identifications Section, Notifications Section, and the Reporting Desk are included in this division.</p> <p>The Investigations Division Internship Program desires to provide an opportunity to interns to learn about medicolegal death investigation through a variety of assigned duties that may be available. Duties may vary, depending upon the current operational needs of the Division and the intern's assigned section. These duties can include:</p> <ul style="list-style-type: none"> - Assisting at the scene of death under the direct supervision of an investigator. - Assisting with data collection and/or analysis. - Assisting with screening incoming calls for service to determine if a death falls within the Department's jurisdiction to investigate. - Learning and reviewing records and reports to identify details most relevant to perform a death investigation. - Any other duties as requested by supervising personnel. <p>Although this is an unpaid internship that does not lead to permanent employment or include employee benefits, the position offers participants an excellent experience in working within one of the largest medical examiner's or coroner's offices. Interns will also be provided an opportunity to explore various career options, gain knowledge and skills that complement their academic studies, build resumes, and network with professionals in the medicolegal death investigation environment.</p>	<p>Those applying for an internship with the Investigations Division are expected to currently be enrolled at the California State University, Long Beach (CSULB) prior to the start of the internship and must be pursuing or have completed a bachelor's degree with specialization in administration of justice, health/physical sciences*, or nursing.</p> <p>*A health/physical science includes degrees such as a Bachelor of Science in anthropology, biology, biochemistry, physics, and chemistry.</p>	<p>Applicants to the internship program are strongly encouraged to be familiar with basic death investigation principles and/or physiology/anatomy, must be comfortable while interacting with the public both in person and by telephone, and must understand the importance of providing compassionate and professional customer service. Specific skill requirements will vary depending upon available projects and assigned sections. Basic computer skills are required. Applicants must be able to work independently, or cohesively with others, on projects as assigned.</p> <p>At times, this internship may require participants to be able to perform arduous physical duties which include generally moving decedents weighing more than two hundred pounds, traversing through mountainous terrain, working in inclement weather, being inside of residences in hoarding conditions, etc. Applicants will be fit-tested and issued a respirator. Respiratory protection is mandated by the Division of Occupational Safety and Health (otherwise known as Cal/OSHA), and it is enforced by the Department's own respiratory protection policy.</p>	Medical Examiner-Coroner 1104 N. Mission Road Los Angeles CA 90033 Internships require 8 or more hours per week, up to a maximum of 160 hours in its entirety for the internship program. Schedules may vary, depending on specific tasks and intern availability. Hours may be scheduled 7 days a week (including holidays and weekends), between 06:00 AM to midnight, depending on the assigned section.
1303	Community Protection Branch Policy Development	The project involves development of procedures and systems aimed at strengthening organizational capacity to expand/expedite/enhance services to people experiencing homelessness. The intern would assist with development of databases, outreach materials, and assist with surveys regarding homelessness. Additionally, the intern would assist with development of educational outreach materials focused on land use, environmental justice, and health equity.	Environmental Health or related major coursework.	Proficiency with Microsoft Access.	Public Health 5050 Commerce Drive, Baldwin Park, CA 91706
1304	Workforce Development	Interns will work with the LA County Environmental Health Division's Workforce Development program in collaboration with various Environmental Health (EH) branches & programs to organize training references for virtual, in-person, and asynchronous trainings covering a variety of EH topics. Interns will receive exposure to advanced EH study materials and become oriented with ongoing initiatives within Los Angeles County. Interns will assist with developing systems that track training completion for newly onboarded personnel as well as Registered Environmental Health Specialists, Industrial Hygienists, and administrative team members. Interns will additionally help in the development of training presentations, guidance documents, as well as recruitment materials. Interns may also analyze training evaluation statistics to help determine supplemental training & learning needs, review the accuracy of information on LA County websites, and assist EH programs with improving efficiency. Interns will also receive exposure to the oversight and enforcement of state and local regulations as it relates to EH inspections.	Environmental Health, Environmental Engineering, Occupational Health, Life Sciences, Public Health, Public Administration, Organizational Development, Organizational Psychology, Education, Instructional Design, or Human Resources Management.	Basic or intermediate skills with software such as Microsoft Word, Outlook, Excel, PowerPoint, or Adobe Acrobat. Experience with other database management, visualization, and design software such as Microsoft Access, Teams, Power BI, Stream, Visio, Power Automate, or Clipchamp is preferred but not required.	Public Health 5050 Commerce Drive, Baldwin Park, CA 91706
1305	Environmental Health Emergency Planning	The project involves development of procedures and plans aimed at strengthening Environmental Health's capacity to prepare for, respond to and recover from public health emergencies. The intern would assist with development of databases, outreach materials, checklists, internal training documents and assist with need assessment surveys.	Environmental Health or related courses	None required - Training provided.	Public Health 5050 Commerce Drive, Baldwin Park, CA 91706
1306	Environmental Health/Lead Prevention	LA County Department of Public Health Community & Field Services, Service Planning Area 7 (SPA 7) plays an important role in addressing environmental health equity in communities disproportionately affected by environmental risks. Through its Exide Team, SPA 7 supports and engages with residents in communities affected by the release of lead and other hazardous materials from the Exide Technologies Battery Plant. Under the direction of the SPA 7 Exide team, interns will be given the opportunity to give presentations on lead exposure and prevention information to community based-organizations and residents, assist in developing new strategies to increase promotion of lead prevention services and support to medical providers and communities, engage in outreach activities at community events to promote and facilitate service linkages to residents, and conduct internal assessments of project goals and outreach efforts. Desirable skills include analytical skills, problem-solving, strong communication, and ability to work as a team with public health staff from various disciplines.	Public Health, Human Biology and Society, Communications, Epidemiology, Customer Service, Project Management, Graphic Design, Literary Analysis, Data Collection & Analysis, Health Education & Promotion, Peer Mentorship, Professional Development, and Cultural Competency, Community Health, Population Health	Antalytical, organization, problem-solving, strong communication skills, knowledge of Microsoft Word, Excel, and Publisher.	Public Health Hybrid Telework and reporting to East LA Health Center 133 N. Sunol Dr. Los Angeles, CA 90063
1307	Wellness Community (Whittier Wellness Community and Curtis Tucker Center for Community Wellness)	The Wellness Community focuses on fostering hope, healing and the purpose for the community. It offers a place for community members to gather, find resources, or participate in wellness activities. Interns and volunteers will be given the opportunity to develop programming, implement tracking survey tools, and evaluate Wellness Community programs, which can include nutrition, sexual health, chronic disease, and stress management. Other activities entail assisting with internal assessments of current programs, conducting community outreach, working with community residents, and collaborating with partners. Additional skills desired include analytical skills, problem-solving, strong communication, and ability to work as a team with public health staff from various disciplines.	Public Health, Community Health, Population Health, Nutrition, Public Health Promotion, Epidemiology, Public Administration	Antalytical, organization, problem-solving, strong communication skills, knowledge of Microsoft Word, Excel, and Publisher.	Public Health Whittier Wellness Community 7643 S. Painter Ave., Whittier, CA 90602 Curtis Tucker Center for Community Wellness 123 Manchester Blvd. Inglewood, CA 90301
1308	Center for Health Equity	The Center for Health Equity strives to advance racial, social, economic, and environmental justice in partnership with committed County partners, local organizations, and community members. The Center for Health Equity is requesting a volunteer to support for some or all the following projects: Researching and analyzing policies and best practices related to equity. This can include issues such as language justice, data disaggregation, social determinants of health, and more. Researching and assessing equity-based trainings offered outside of DPH. Developing and implementing equity-based trainings and policies at DPH. development of meetings and/or conferences; research, reporting and data analysis on women's health.		Microsoft Suite	Public Health Telework

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1309	Women's Health Data and Epidemiology	The Office of Women's Health seeks graduate students with strong data and epidemiology skills to assist with data analysis, visualization, and interpretation. Tasks may include analysis of Los Angeles County Health Survey data, data collection and analysis for domestic violence services, conducting program or training/conference evaluation, and supporting qualitative or quantitative research projects. Interns may also work on survey creation and analysis, create data tables and graphs or infographics, conduct data or literature reviews, and prepare power point slides reports to share data with different audiences.		Desired qualifications include SAS and Excel skills, being detail-oriented, and strong written and verbal communication skills	Public Health 1000 S. Fremont Ave Building A-9 East 5th Floor. Alhambra, CA 91801
1310	Healthcare Consumer Protection	The Los Angeles County Department of Public Health Healthcare Consumer Protection Unit aims to improve equity, ensure equitable health system access, and eliminate harms associated with the use of healthcare for Los Angeles County residents. An intern in this program will assist with all aspects of developing this program, including: •Building and testing databases and entering and cleaning data •Using mapping tools to inform program development and describe community need •Researching similar consumer protection and financial empowerment efforts and existing policies within LAC and California related to equity and healthcare access •Performing literature review to identify previous successes, challenges, and emerging issues; and to identify gaps in knowledge and opportunities for additional programmatic focus •Developing partnerships with community agencies and advocates •Developing social media messaging on consumer protection issues of concern •Performing other duties, based on program need. This position will afford the intern a chance to work with a diverse team of leaders and colleagues who apply their background and practice in equity-focused public health and disciplinary expertise to collaborate to improve health care outcomes for communities throughout Los Angeles County. The intern will learn about the complexities of equitable healthcare system access and structural limitations, as well as participate in developing innovative approaches to eliminating these barriers.	health policy, epidemiology	knowledgeable about community health, healthcare systems, media messaging, and have strong communication skills	Public Health Remote + up to 2 days in the office
1311	Perinatal Hepatitis B Hospital Compliance Visits and Education	Intern will work with the Perinatal Hepatitis B Prevention Unit to assess birthing hospitals' compliance with recommendations to prevent perinatal transmission of hepatitis B. Activities supporting this project include but are not limited to communicating with birthing hospitals, monitoring data transfers, data entry, creating final reports and educational materials for hospitals and patients. Intern will work with the team on developing perinatal hepatitis B reports and bi-annual newsletters for prenatal providers.	Public Health, Health Education, Research and Evaluation	Written and oral communications, data entry,	Public Health 3530 Wilshire Blvd., Suite 700, LA 90010
1312	Domestic Violence Services	The Office of Women's Health seeks graduate level interns to work on the administration of domestic violence services contract. Interns would support the Contract Administration Team in the preparation, development and management of contract related documents such as statements of work, contract inventory spreadsheets, contracts tracking logs and other such administrative items. Duties may include data entry, providing contract writing and management support, and communicating with County partners.		Optimal skills needed include strong oral, written, listening, detail oriented, good communication skills and the ability to engage with diverse populations.	Public Health 1000 S. Fremont Ave Building A-9 East 5th Floor Alhambra, CA 91801
1313	Environmental Protection Branch - Senate Bill 966- Onsite Treated Non-Potable Water Systems Program	SB966 was established which requires the State Water Board to enact regulations for the onsite treatment and reuse of nonpotable water. The regulations establish general water quality standards for use of rainwater cistern, greywater and stormwater capture used in multifamily residential, commercial, and mixed-use buildings. LA County Environmental Health will be required to create a database of facilities that meet this description and establish a system of inspecting and regulating these facilities with a goal of safeguarding potable water sources from contamination. Intern(s) will research old program documents, collaborate with other agencies, and search other sources to	Life Sciences, Environmental Health, Environmental Engineering coursework, or Public Administration	Skills with using computer software and database programs, including MS Office (Word, Excel, PowerPoint, and Access). Experience with statistical software such as IBM SPSS is preferred. Helpful skills also include	Public Health 5050 Commerce Dr. Baldwin Park, CA 91706
1315	Healthcare Outreach Unit	Interns will assist in analyzing healthcare-associated infection (HAI) and antibiotic resistance (AR) data reported from hospitals and other healthcare facilities. Interns will use the reported data to identify potential HAI outbreaks, work with a multidisciplinary team to investigate and mitigate these outbreaks and develop educational materials and protocols to help prevent these HAIs in other facilities.		Basic epidemiology	Public Health 313 N Figueroa St. Los Angeles, 90012; Telework
1316	Office for the Advancement of Early Care and Education	Intern will conduct ECE related policy and program analysis, craft public facing documents, participate in meeting and event planning, perform landscape analysis of the Infant and Toddler Child Care system, participate in Child Care Planning Committee, Policy Roundtable, and the Infant and Toddler Workforce Workgroup.	Community Health, Social Work	qualitative data analysis, report writing, group facilitation.	Public Health Telework 3 days/week, in office 2 days in Koreatown at 300 S. Commonwealth, Los Angeles, CA; Telework
1317	Leadership Development Program Administration Internships	Los Angeles Health Services Organizational Development, Leadership Development Program (LDP) is seeking several Leadership Program Administration Interns to learn about and support the organizational development efforts that serve 2,300+ managers and supervisors within the workforce of the second largest public healthcare system in the nation. The Leadership Development Program Administration Interns will work closely with the LDP team members and learn how to design, implement, evaluate, and improve program efforts, as well as gain exposure to working within a public healthcare system. Interns will have numerous opportunities to explore, experience, and gain/strengthen skills that by supporting the coordination and management of learning and development program activities, including but not limited to: •Event coordination and logistics •Data collection and analysis, provide reports and engage team members and stakeholders on insights and recommendations •Develop and maintain communications and marketing platforms and activities including the program's website and newsletter •Interact with program faculty and alumni to gather stories, recommendations, and resources •Participate in process improvement recommendations and implementation efforts •Research leadership development topics for curriculum development and instructional design •Participate and support team in-services •Opportunities to refine facilitation and presentation skills •And other program efforts and operations The Leadership Development Program (LDP) is part of the LA Health Services Organizational Development Dept. whose focus is to transform the organization through people. As LA Health Services continues its journey of transformation, managers and supervisors are positioned right in the center of it all—driving success across the organization, through challenges and changes too complex to be met with policy changes and directives alone. Their key role is to help staff make sense of these forces of change and enlist their talents and insights in determining how to respond to them, producing results that affect everyone. LA Health Services' Leadership Development Program recognizes that empowered, committed team leaders are central to the long-term success of our healthcare mission, and is committed to supporting those who provide the care to our workforce, our patients, and our communities. Mission: To grow and strengthen our community of LA Health Services team leaders who are collaborating to engage and mobilize the creativity, resourcefulness, and human potential of our workforce.	Must currently be a student in a Bachelor's or Master's degree accredited program of study with specialization in Organizational Psychology, Psychology, Education, Social Work, Learning Development, Sociology, Marketing, Organizational Development, Business Administration, Public Administration, Public Health, or Health Education/Community Health Education. Required Courses or Relevant Experience: •Project management and organizational skills •Event coordination and management experience •Analytical and problem-solving skills •Written and verbal communication skills •Interpersonal skills to effectively build relationships and collaborate with a variety of employees and business partners on work assignments •Research skills to compile information in useful formats and derive relevant findings on a range of topics •Experience with MS Suite: Outlook, PowerPoint, Word, Publisher, SharePoint and Excel skills	Interested students should possess: basic to proficient administrative skills, good written and verbal communication skills; strong organizational ability and great attention to detail; ability to work independently and within a team; proactive learning; research skills, strong reading comprehension, report writing, and customer service abilities. Basic to proficient data collection and analysis abilities, and project management skills.	Health Services 1000 S. Fremont Avenue Alhambra, CA 91803
1318	Community Outbreak Team	Volunteers will assist with creating educational materials for community settings (e.g. schools, worksites, correctional facilities, homeless shelters) regarding prevention of communicable disease transmission. Volunteers will also assist with outbreak management and investigations as they occur in these settings.	Epidemiology and public health	Basic epidemiology, infectious disease/pathology-type class (e.g. immunology, genetics, biochemistry, molecular bio, etc.)	Public Health 313 N Figueroa St. Los Angeles, CA 90012
1320	County of Los Angeles Department of Medical Examiner's Media Relations Social Media Content Creator Internship Program	The Dept. of Medical Examiner investigates and determines the circumstances, manner, and cause of all violent, sudden, or unusual deaths occurring within Los Angeles County, including the City of Los Angeles, 87 other municipalities, and its unincorporated areas. Last year, the Department completed the final steps to remove "coroner" from its name to reinforce its role as an independent investigative agency, separate from law enforcement. This internship within Media Relations will focus on creating content for our social media sites (Instagram, Twitter, Vimeo) that aligns with our current rebranding efforts to reintroduce the public to who we are and what we do. Posts will also be used as a recruiting tool for opportunities within the Department. Duties may also include working on the internal newsletter. Internships require 8 hours per week, up to a maximum of 160 hours in its entirety for the internship program. Hours may be scheduled 8 a.m. to 4 p.m., Monday through Friday, excluding holidays. Although this is an unpaid internship that does not lead to permanent employment or include employee benefits, the position offers participants an excellent experience in working within one of the largest medical examiner's offices and will provide examples to be used in a portfolio. Interns will also be provided an opportunity to explore various career options, gain knowledge and skills that complement their academic studies, build resumes, and network with professionals in the medicolegal death investigation environment.	Those applying for an internship in Media Relations are expected to be pursuing a bachelor's degree with specialization in social media marketing.	Applicants to the internship program are strongly encouraged to be familiar with social media and current posting trends and Canva, knowledge of MailChimp a plus; and the ability to create and produce engaging social media content with minimal supervision.	Medical Examiner-Coroner 1104 N. Mission Road Los Angeles CA 90033

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1321	County of Los Angeles Department of Medical Examiner's Media Relations Graphic Artist/Designer Internship Program	<p>The Dept. of Medical Examiner investigates and determines the circumstances, manner, and cause of all violent, sudden, or unusual deaths occurring within Los Angeles County, including the City of Los Angeles, 87 other municipalities, and its unincorporated areas.</p> <p>Last year, the Department completed the final steps to remove "coroner" from its name to reinforce its role as an independent investigative agency, separate from law enforcement.</p> <p>This internship within Media Relations will focus on creating a new logo for the Department reflecting its new name, along with designing new merchandise for the Department. Additional responsibilities include designing flyers for Department events and helping to design the internal newsletter.</p> <p>Internships require 8 hours per week, up to a maximum of 160 hours in its entirety for the internship program. Hours may be scheduled 8 a.m. to 4 p.m., Monday through Friday, excluding holidays. Although this is an unpaid internship that does not lead to permanent employment or include employee benefits, the position offers participants an excellent experience in working within one of the largest medical examiner's offices and will provide examples to be used in a portfolio. Interns will also be provided an opportunity to explore various career options, gain knowledge and skills that complement their academic studies, build resumes, and network with professionals in the medicolegal death investigation environment.</p>	Those applying for an internship in Media Relations are expected to be pursuing a bachelor's degree with a specialization in graphic design.	<p>Applicants to the internship program are strongly encouraged to be familiar with Adobe Creative Suite (Photoshop, Illustrator, InDesign), Canva and MailChimp; have knowledge of basic design and composition concepts; the ability to create and produce creative and quality graphic design artwork with minimal supervision and independently create and producing a wide variety of artwork.</p> <p>If applicant is unable to come into the office due to the proximity of where they reside, intern would have to use their own equipment to complete the assigned tasks.</p>	Medical Examiner-Coroner 1104 N. Mission Road Los Angeles CA 90033
1322	Coastal Development Program Internship	<p>Tasks will include, but are not limited to, the following:</p> <ul style="list-style-type: none"> •Assist with Coastal Development Permit processing and exemptions, business licenses referrals, and zoning verification letters. •Research and report on various legislative bills, coastal projects, and guidelines. •Attend staff meetings, district meetings, hearing officer meetings, and/or Marina Del Rey Design Control Board meetings. •Shadow planners to learn and understand GISNet. •Offer front counter support at Calabasas field office and counsel customers per Los Angeles County Code Title 22. •Conduct various site and/or field visits as needed. 	Currently enrolled in an undergraduate program for Urban/Regional Planning or closely related field.		Regional Planning Calabasas Field Office 26600 Agoura Road Calabasas, CA 91302 Headquarters: 320 W. Temple Street Los Angeles, CA 90012
1324	Master's Level Intern (Registered Nurse)	<p>This project will provide a unique opportunity for a master's level registered nurse who is interested in exploring career opportunities in community field services. The intern will gain valuable insight while completing an academic internship in the response to communicable diseases in the community. The intern will focus on the public health assessment, planning, implementation, and evaluation of community health outcomes related to public health issues in SPA 2. Some examples of the intern's roles include:</p> <ul style="list-style-type: none"> •Receives infectious disease reports. Contacts individuals to encourage and ensure treatment within an established timeline and in according to PH nursing practice manual 	Nursing	Master's level nursing courses, strong communication skills, analytical, good understanding of communicable diseases, phlebotomy skills. Able to communicate with clients on the telephone and conduct face to face	Public Health SPA 2 Glendale Satellite Office 101 South First St. Suite 302 Burbank, CA 91201
1325	Perinatal Hepatitis B Prevention - Case Management and Hospital Compliance Visit	<p>Intern will work with the Perinatal Hepatitis B Prevention Unit to assess birthing hospitals' compliance with recommendations to prevent perinatal transmission of hepatitis B. Activities supporting this project include but are not limited to communicating with birthing hospitals, monitoring data transfers, data entry, creating final reports and educational materials for hospitals and patients. Other duties include:</p> <ul style="list-style-type: none"> •Develop communications for prenatal providers and community groups supporting pregnant persons. •Develop trainings for prenatal care providers and birthing hospitals. •Assist with coordinating hospital visits. •Develop communications for pediatric providers and community groups supporting infants and children. •Update content for Perinatal Hep B webpage. •Provide case management services pregnant women with hepatitis B; follow - up with prenatal care providers. •Provide follow-up for infants enrolled in the perinatal hepatitis B prevention program. 	Bachelor's, Public Health, Health Education, Nursing, Health Science, Health Policy	Candidates should possess excellent organizational, 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.	Public Health SPA 2 Glendale Satellite Office 101 South First St. Suite 302 Burbank, CA 91201
1328	Communications Intern	The Intern will assist the Public Information Office with developing communications strategies via a multitude of mediums, including but not limited to: writing press releases and newsletter content, developing social media content, and responding to media inquiries.	Interns must be enrolled in one of the following majors: Communications, Journalism, Marketing, or Public Relations.	Interns should have strong writing skills and some experience in developing social media content. Interns should be demonstrated self-starters, motivated, detail-oriented, have strong public-speaking skills and ability to manage multiple tasks.	Executive Office for the Los Angeles County Board of Supervisors Kenneth Hahn Hall of Administration 500 West Temple Street, Room 383 Los Angeles, CA 90012