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	**Department of 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.	**Department of Consumer 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.	**Department of Consumer 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.	**Department of Consumer 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.	**Los Angeles County 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 ill 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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905	Enterprise Project Delivery Division - ELIS	Assist in developing, testing, and implementation of new MS Access enhancements to an existing ELIS invoice tracking application. Assist in the implementation of new server hardware and software installation. Additionally, this position requires the use of standard Project Management Institute methodologies and processes as used to support IT Lab projects.	Education within the Information Systems/Technology discipline, familiarity with basic business education courses to include Project Management skill sets.	Business and Systems Analysis skill required; familiarity with the concept of Lateral Thinking by Edward de Bono is nice to have, but not required; should be able to easily acquire new concepts and the use of new software.	**Department of Health Services** Health Services Administration IT Enterprise Project Delivery Division 313 N. Figueroa St., 6th Floor West Los Angeles CA 90012
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 brand and icons. Should also have the following abilities: • 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	**Department of Consumer Affairs** 500 W. Temple St. Room B-96 Los Angeles, CA 90012
936	Inspection-Partnership	Interns will be assigned to one of sixteen district offices located Countywide and be an apprentice to a field inspector. Interns will observe and learn the tasks and duties of a journeyman level field inspector and have opportunities for hands-on practice. As prospective future Environmental Health applicants, interns will become familiar with the scope of inspections and duties expected of a new hire, entry level inspector. Interns for this project will experience the following: 1. Review of policies 2. Environmental Health inspection tools 3. Housing and food official inspection reports (HOIR/FOIR) 4. Public interaction (customer service), and 5. Field visits	Environmental & Occupational Health, Public Health, or Health Science preferred, but not required.	Interested students should have good organizational skills; attention to detail and be self-motivated. Must possess effective oral and written communication skills.	**Department of Public Health** Various offices located Countywide
942	Community Health Education and Health Promotion (Revised)	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; preparing for community outreaches and trainings; tracking types of outreach materials distributed and linking internal and external stakeholders with health education consultation services. The Graduate Health Education intern is placed within the Health Education Unit of the Area Health Office.	Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or equivalent. Interested graduate students should: possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail, work effectively in team settings, be able to conduct research on evidence-based practices, and be knowledgeable of Microsoft Office software applications.	Generating or assessing solutions; clarifying or 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.	**Department of 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.	**Department of Public Health** **Office of Women's Health** 1000 S. Fremont Ave. Bldg. A-9 East 5th Floor, Unit #105 Alhambra, CA 91803
968	Health Communications Intern	Duties may include one or more of the following: developing, revising, testing and translating health messages used in print materials, presentations, training materials, websites, and/or social media channels.	Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or Communications.	Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or Communications. Ability to identify, analyze, and revise health education information; generate communications strategies for diverse populations. At least one health behavior theory or communications course; and at least 3 months of writing, training, or communications experience; ability to apply health literacy and plain language principles. Bilingual proficiency is preferred. Knowledge of quantitative methods including survey design and qualitative research methods including focus group testing and key informant interviews are preferred.	**Public Health/Quality Improvement Division/Health Education Administration** 600 S. Commonwealth Ave. Los Angeles, CA 90005

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969	MCAH Research, Evaluation and Planning Internship (Revised)	The County of Los Angeles Department of Public Health, Maternal, Child, and Adolescent Health (MCAH) Programs is seeking highly motivated student interns to provide support for various projects related to research, evaluation, planning and/or policy development. The purpose of the internship is for the intern(s) to gain exposure and experience in MCAH related issues. Depending on the student's interest and background, major assignments include but are not limited to: • Support the implementation of three survey projects; specific duties include reviewing the survey tools, conducting phone interviews, and tracking project progress. • Work with MCAH staff to develop health briefs or conduct further analyses on various MCAH issues • Assist with MCAH research data dissemination to MCAH stakeholders and community partners • Assist with MCAH program/project evaluation, and communicate findings for program/project improvement. • Assist with conducting focus groups to solicit feedback to inform project design and implementation; specific duties include outreach and recruitment of focus group participants, collecting and analyzing focus group feedback and making recommendations to project implementation. • Assist with conducting comprehensive literature review on MCAH related topics. • Assist MCAH staff in report generation and compilation • Support MCAH Program staff in maintaining and designing MCAH Program website and MCAH Data Center; assist with periodic updates of Tracking Preconception and Interconception Health Indicators in LAC website data. • Assist with MCAH staff in designing and developing health education and program materials incorporating evidence-based health literacy practices. Depending on the intern's skill, experience and interest, the student intern will be encouraged to develop his/her own with assistance from MCAH staff based on available data. •The Family Health Outcomes Project (FHOP) Report The student intern will assist the REP Unit staff to generate and compile the FHOP report by analyzing vital statistics records using SAS, and develop health briefs or conduct further analyses on various MCAH issues from the FHOP Report. For an example of the FHOP Report, please visit http://www.publichealth.lacounty.gov/mch/fhop/FHOP08/FHOP08.htm Other projects include, but are not limited to •Perinatal Periods of Risk (PPOR) Approach - The student intern will work closely with our community partners such as Black Infant Health (BIH) Program to conduct comprehensive PPOR analysis to assist BIH program in developing a specific project based on the PPOR findings for each of the existing five BIH contractors. These duties include: updating PPOR analysis using available data, assisting BIH contractors in implementing their PPOR projects, providing technical support, and attending local community based meetings. •The Los Angeles County Action Learning Collaborative (LACALC): The student intern will assist the team to develop an in-depth epidemiological report based on available and pertinent data sources and research findings to describe and assessing racism and infant death in LAC, following a life-course perspective; develop and revise LAMB and LA HOPE tools to further elucidate the association between racism and adverse birth outcomes; identify existing resources, potential partners, and opportunities for collaboration to further confront racism; and to develop a framework for an online learning community to share knowledge and resources for customizing training to local communities and target audiences. http://www.publichealth.lacounty.gov/mch/ReproductiveHealth/PEDIMI%20ALC%20Website.pdf •Sudden Infant Death Syndrome (SIDS) Surveillance Project The student intern will work with SIDS Program Coordinator and REP Unit staff to review coroner's reports, extract pertinent information and input into the SIDS Surveillance database. For more information about SIDS Programs, please visit http://www.publichealth.lacounty.gov/mch/sids/sids.htm Depending on the intern's skill, experience and interest, the student intern will be encouraged to develop his/her own analysis topics and carry out the project independently with assistance from REP Unit staff based on available data.	College students interested in a career in public health or graduate students in public health related fields. Preferred but not required: Experience conducting telephone interviews; knowledge of MS Access and SAS; Basic knowledge of Epidemiology and research design.	Generating or assessing solutions; clarifying or critiquing health information and materials; generating program ideas for hard-to-reach populations.	**Department of Public Health** Maternal, Child & Adolescent Health Programs (MCAH) – Research Evaluation & Planning (REP) Unit 600 South Commonwealth Ave., Suite 800, Los Angeles 90005
986	Evaluation Intern-GRAD	The Health Education Administration (HEA) of the Department of Public Health 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, and conducting plain language training. Each activity produces data that is used to identify areas of improvement and evaluate the overall effectiveness of HEA activities. HEA seeks an Evaluation Intern to support HEA's evaluation 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.	Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or Epidemiology/Biostatics. Interested graduate students should posses: 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 use Geographic Information System (GIS) applications is preferred.	Ability to interpret quantitative statistical analysis and develop evaluation reports.	**Department of Public Health (DPH)**/ Quality Improvement Division / Health Education Administration (HEA) 600 S. Commonwealth Ave., 7th Floor, Los Angeles, CA 90005
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.	**Los Angeles County Sheriff's Department** Food Services Unit 450 Bauchet Street, Room #E815 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.	**Department of Mental Health** 550 S. Vermont Ave, 7th Floor Los Angeles 90005
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.	**Sheriff's Department** Walnut/Diamond Bar Sheriif's Station 21695 E. Valley Blvd. Walnut 91789 **South Los Angeles Station** 1310 W. Imperial Highway Los Angeles, CA 90044 **Compton Station** 301 S. Willowbrook Ave. Compton, CA 90220 **Century Station** 11703 S. Alameda St. Lynwood, CA 90262

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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
1023	WDACS Academy/Staff Development Intern	An intern is needed to assist the WDACS Training Academy with the planning, implementation, delivery and evaluation of department-wide training programs and curricula. Tasks Include: • Assist in developing training needs questionnaires utilizing assessment instruments such as, Survey Monkey and other internet resources, information gathered from management, audit reports, and departmental training files. • Assist in distributing questionnaires to target population groups via email; collecting and analyzing online survey responses to identify proficiency and training needs. • Assist in creating training curricula, lesson plans, presentation handouts and similar in-class materials, and procurement of audio-visual equipment and venue. • Assist in evaluating County and/or vendor training curricula and materials as well as observing in-class presentations in order to make recommendations for required adjustments to training programs according to Departmental needs on a range of subjects, such as Sexual Harassment Prevention, County Policy on Equity, Performance Evaluations, and Customer Service. • Assist in managing skill-based and mandated training programs by researching educational institutions and other sources for course information and availability. • Assist in scheduling of employee training sessions by utilizing the Countywide Learning Management System in accordance with established County policy and procedures. • Assist in conducting classroom presentations on a wide range of mandated and skill-based training to departmental employees including management as well as the community at large in accordance with established curriculum.	Behavioral or Social Sciences majors.	Must possess advanced working knowledge of Microsoft Word, Excel, PowerPoint and/or Mac Key Note. Excellent customer service and interpersonal skills, excellent oral articulation and presentation skills, and advanced written communication skills.	**Workforce Development, Aging and Community Services (WDACS)**
1028	ORCHID (Online Real-Time Centralized Health Information Database)	Interns will assist in the development of communication strategies and tools that will educate the DHS employees and patients on the ORCHID project. Duties include: • Creating a comprehensive campaign to inform DHS employees and patients about the ORCHID project. • Developing and designing ORCHID marketing materials (e.g. posters, hand-outs, and banners) • Developing internet contact (including social media content) to increase awareness of the ORCHID project	Must currently be an undergraduate or graduate student in the following programs: Public Relations, Marketing, Journalism, Communications, Public Health, Public Health Administration or other related majors.	Attention to detail, ability to work in a team environment, good organizational and presentation skills, and a strong familiarity with social media sites (i.e. Facebook, Twitter, etc.).	**Health Services** **1237 N. Mission Road** **Los Angeles, CA 90033**
1032	Program and Policy Development Unit Intern	The SPA 5 and 6 Area Health Office is looking for an energetic Public Health Intern to support the Program and Policy Development Unit of the Area Health Office. In this role, the Public Health Intern will support the unit's community engagement and workforce development functions, as well as provide administrative support. Duties of the position are but are not limited to: assisting with planning, coordinating, facilitating, and/or evaluating staff meetings and/or trainings; conducting research and literature reviews; assist with conducting community assessments and create resource lists; support policy efforts by tracking relevant local and statewide policies; assist Health Education staff with creating health education/outreach material; assisting with community outreach events as needed.	Must currently be a student in a Master's Degree accredited program of study with specialization in Public Health or equivalent. Interested students should: be proficient in Microsoft Office Suite and Adobe Acrobat; possess excellent organization, interpersonal, analytical, written, and verbal communication skills; excellent customer service skills and the ability to interface effectively with all levels of customers in a professional demeanor; ability to meet multiple deadlines and manage multiple projects; ability to organize and prioritize multiple assignments; understand and apply grammar rules and principles; create documents in many forms: print, web-based, training materials, or other professional or electronic documents; Readily accept and incorporate constructive criticism; work independently and/or as part of a team.	Generating or assessing solutions; generating program ideas for hard-to-reach populations.	**Department of Public Health** SPA 5 & 6 Area Health Office
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.	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. 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. Required Research Analysis: The candidate must be able to research vendor qualifications, grant requirements and other program and annex information as needed.	**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

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1041	Workforce Development—Graduate Student	The objective of this assignment is to: Ensure effective communication. This objective stems from a Customer Satisfaction Survey conducted on DPH nursing staff. Effective communication received a low rating and was identified as important. To assist in addressing this objective, the student will work directly with the Assistant Nursing Director, Education and DPH Communication to support the effective dissemination of information within the organization over time and across populations served. Conduct research identifying effective communication models that can be utilized in a large organization and/or assist in the development of a communication model that will be effective in DPH. 1. Assist in developing an action plan to implement communication model. 2. Assist in developing curriculum for the communication model, as well as teaching components of the model to DPH employees. 3. Assist in evaluating the effectiveness of the model within DPH by developing an online survey. 4. Assist in promoting membership to DPH nursing listserv to increase ease in effective communication with all DPH nursing staff. 5. Assist in developing a standard approach on how new policies are communicated in each work setting.	Candidates in Master's program for Nursing, Public Health, or equivalent.	Interested graduate students should: possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail; work effectively in team settings; be able to conduct research on evidence-based 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	Assist with a variety of projects related to addressing current women's health issues. These include preparing the community for the substantial increase in the aging population with the Women and Healthy Aging series of community dialogues; developing a healthcare consumer protection campaign; and the Data Dissemination Project to train trainers to bring relevant data from the "Health Indicators for Women In Los Angeles County: Highlighting Disparities by Ethnicity and Poverty Level" report to communities of color who are most impacted by the findings and demonstrate effective ways to use the data for new and/or improved programs and strategies to begin closing the health inequity gaps. Duties include: assisting with developing PowerPoint presentations and training materials; event preparation and follow-up; taking notes at committee meetings; computer research on aspects of women's health and pending legislation; and other related activities.	Possible majors include Public Administration, Public Health, Women Studies or related majors.	Organizational skills, attention to detail; experience in women's health areas is helpful but not required. Thinking precisely, making interdisciplinary connections, generating or assessing solutions. Ability to communicate effectively in English with women's health leaders Computer skills – Word, Excel, PowerPoint	**Public Health-Office of Women's Health (OWH)** 1000 S. Fremont Ave. Bldg. A-9 East 5th Floor, Unit #105 Alhambra, CA 91803
1046	Active Transportation Planning Intern	Become a member of the County's new Active Transportation Planning group. As part of this group, interns are expected to play an active role in improving and developing bicycle and pedestrian facilities, along with access to transit facilities in Los Angeles County. Interns may choose to work on one or more projects from the following list: a) Research for the upcoming County Active Transportation Plan view similar plans prepared by other agencies, and identify items to address in the County's Plan. - Develop a methodology to identify the pedestrian and bicycle improvements required in County unincorporated areas. The assessment should consider existing infrastructure, census population and demographic data, transit facilities and other trip generators. - Identify disadvantaged communities within the County where bicycle and pedestrian infrastructure should be prioritized to improve social equity. - Identify potential advocates and stakeholders who may be interested in providing input on the development of the Plan. b) Create & update GIS data - Use ArcGIS to create new GIS layers or update existing layers for bicycle and pedestrian facilities. - Conduct field reviews to verify existing bicycle and pedestrian facilities. - Update the layer of proposed bicycle and pedestrian facilities with project funding and other information. - Perform GIS analysis to identify candidate bicycle projects for grant applications. c) Initiate County Bicycle Parking Program -Inventory existing bicycle racks within unincorporated County areas at County facilities and near Class I bicycle paths. -Identify potential short and long term bicycle parking locations near transit hubs, educational institutions, commercial facilities and other destinations.-Review short and long term bicycle parking structures currently available, and select two designs in each category that can be used as the new County Standard. The selection should consider aesthetics, bicycle support and efficient utilization of space when not in use. -Develop a draft bicycle parking policy. d) Evaluate current Bicycle ridership - Conduct bicycle counts for existing and proposed bikeway facilities. Use the forms and methodology outlined in http://bikecounts.luskin.ucla.edu. - Update bicycle count data to http://bikecounts.luskin.ucla.edu. -This task may require the use of bicycle activated automatic counters. e) Prepare Public Service Announcements for Education & Encouragement - Prepare graphics and brochures for public safety education, e.g. Suggested Route To School brochures for school children. - Create and update blogs &other social media tools to publicize the County's bicycle program.	Students with Planning, Transportation, Engineering or a closely related field are preferred. Must have a keen interest in bicycling, public transportation, and interacting with the general public.	Must be analytical and detail oriented. Must be able to communicate/present solutions and problems, verbally and in writing to staff and at public forums. Experience and knowledge preparing general or circulation plans will be advantageous.	**Department of Public Works** 900 S. Fremont Avenue, Alhambra, CA 91803
1047	Community Partner Affinity Access Program (CPAAP) Outreach	The County of Los Angeles Department of Health Services (DHS) is implementing Community Partner Affinity Access Program Outreach Project. As a member of the CPAAP team, you will assist in research, data collection, analysis, and implementation of a CPAAP outreach effort; this may involve development of a "Frequently Ask Questions Table", Writing and Populating of a Fax E-Mail Blast, and updating information into a CPAAP End-User Database with applicable data. Assist in contacting CP personnel to ensure that all E-Mail Addresses and Telephone Numbers are correct, posing Affinity System Access usage questions, determining usage, and interfacing with DHS Information Technology personnel responsible for Affinity System Access Facilities (ASAF). Educating CP Affinity System Access (ASA) End-Users on Health Insurance Portability and Accountability Act (HIPAA) implications.	Courses in Public Administration or related courses and/or courses in Information Systems, Data-Warehouse/Database, Healthcare Analytics, Medical Informatics and report generation; desired majors include but are not limited to Computer Science, Information Systems, or a closely related field. Graduate Level students. Experience in Healthcare Administration is a plus.	The ideal candidate will have strong research, analytical, organizational skills.	**Health Services- Ambulatory Care Network (ACN)–Chief Medical Information Officer Business Unit (CMIBU)** Headquarters at 100 South Fremont, Bldg. A-9, East 2nd Floor, Unit 4, Alhambra
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
1061	Space Planning/Facilities Management Intern	Interns will work with the management team of the Department of Public Health – Administrative Services to evaluate, develop, and improve upon the administrative infrastructure for delivering space planning and facilities management services to their constituents. Work can include, but not limited to the review of space planning documents, development of policies and procedures associated with space planning and facilities management, development of tools and resources of constituents, and other special projects.	At least senior level with a major in Public Health Administration, Health Administration, Public Administration, Business Administration, Facility Management and/or Engineering.	Required Critical Thinking Skills: -Good MS Office skills in Word, Excel, and PowerPoint are required. - Ability to work within the framework of departmental policies and procedures. -Ability to manage projects, coordinates with stakeholders, and be open in constructive feedback. Required Oral and Written Communication Skills: Intern must have advanced writing skills. They must have the ability to quickly learn and analyze complex concepts and articulate onto paper. Required Research Analysis: Conduct a gap-analysis by researching existing established policies and observation of	**Department of Public Health – Administrative Services** 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022
1062	Supply Chain Management Intern	Interns will work with the management team of the Department of Public Health – Administrative Services to evaluate, develop, and improve upon the administrative infrastructure for supply chain management services to their constituents. Work can include, but not limited to the review of existing procedures and policies, development of policies and procedures associated with supply chain management, development of tools and resources for constituents, and other special projects.	At least senior level with a major in Public Health Administration, Health Administration, Public Administration, Supply Chain Management, and/or Logistics.	Required Critical Thinking Skills: -Good MS Office skills in Word, Excel, and PowerPoint are required. -Ability to work within the framework of departmental policies and procedures. - Ability to manage projects, coordinates with stakeholders, and be open in constructive feedback. Required Oral and Written Communication Skills: Intern must have advanced writing skills. They must have the ability to quickly learn and analyze complex concepts and articulate onto paper. Required Research Analysis: Conduct a gap-analysis by researching existing established policies and observation of current practices. Analyze qualitative and quantitative data from collected evaluations to implement improvements.	**Department of Public Health – Administrative Services** 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1069	Interagency Council on Child Abuse and Neglect (ICAN) Project	The primary focus of this project involves two of ICAN's critical initiatives: the annual ICAN Data Report, and the monthly Child and Adolescent Suicide Review Team (CASRT) meeting. The position will be supervised and report directly to the ICAN Program Administrator that oversees these two initiatives. Specific duties will include, but are not limited to: preparing folders (case info, sign in sheets, agreements of confidentiality, etc.) for the monthly CASRT meetings; note taking (minutes) during the meetings; researching social network sites (such as Face book) for relevant information; attending the monthly Data meetings and participating in the review of agency data reports, analyzing the reports for trends and assisting in developing new and creative ways of presenting data and information. These efforts will culminate in publication of the 2014 State of Child Abuse in Los Angeles County Annual Report. All related tasks are administrative and generalist in nature and will require no specific knowledge, education or experience related to the identification, treatment or prevention of child abuse.	College Junior or Senior; *Baccalaureate* Relevant fields of study would include Public Administration, Statistics, Anthropology, Psychology, Sociology, Business Administration, Medicine, Human Behavior, etc...	Desired skill set and qualifications include: Analytical; Willingness to look at chronic and systemic challenges differently and from a multi-agency perspective; Creative; Inquisitive; Independent thinker; Ability to manage data and reports submitted from various agencies; some familiarity with local govt. agencies a plus; Typing, preparing minutes from meetings, some filing and copying, etc... Ability to handle multiple tasks/projects at once.	**Children and Family Services** 4024 No. Durfee Rd. El Monte, CA
1070	Video Production Intern	The Department of Workforce Development, Aging and Community Services (WDACS), Executive Branch is seeking an intern to assist in the creation of promotional videos, short documentaries, public service announcements, and still photography work. In addition the intern will be assisting with editorial work to help proofread and write articles, and announcements for the department website.	Current undergraduate (B.A., B.F.A.), or graduate level university (M.F.A.) student in Film/Media/Video Production, or related major.	Experience with shooting with digital video cameras. Editing experience with Final Cut Pro, After Effects, Compressor. Experience with lighting sets for video projects/some green screen knowledge also. Still photography experience. Must be analytical and detailed oriented, a self-starter with the ability to prioritize competing projects. Must possess excellent communication skills; both verbal and written. Should have knowledge of film editing, filmmaking techniques, and the ability to analyze long hours of video to edit down to concise, approximately 3 to 5 minute videos.	**Workforce Development, Aging and Community Services (WDACS)** 3175 West 6th Street, Los Angeles, CA 90020
1072	Area Agency on Aging, Needs Assessment	To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in the development of the AAA Area Plan Needs Assessment. Tasks and duties may include: Researches information by identifying, locating and extracting relevant data and information (e.g., by reading, collecting, downloading, interviewing) from varied sources (e.g., Internet search engines, library materials, government and technical reports, knowledgeable individuals) in order to obtain sufficient, valid, and reliable data for analysis and decision making purposes. Compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways in order to facilitate analysis. Analyzes information using qualitative and/or quantitative analytical methods in order to understand and draw fact-based conclusions, often from large amounts of information; identifies issues and problems requiring additional research and study and takes appropriate action to ensure sound study results. Develops and/or recommends the development of policies, programs, or procedures to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success. Prepares a variety of documents (e.g., reports, business correspondence, memoranda), adapting formats suitable to the purpose and using relevant software programs (e.g., word processing, desktop publishing, presentation) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the public, governing boards). Interacts with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations) when participating in meetings, mediating disputes, making presentations, providing advice and/or consultation services, etc., in order to communicate information, share ideas, present recommended solutions, gain agreement, and coordinate activities. Coordinates activities, such as those of contractors, consultants, outside agencies, etc., to ensure that programs are successfully planned, implemented, and/or evaluated. Monitors processes and programs by gathering and analyzing relevant information in order to ensure that processes are capable and stable, and that programs are proceeding as intended. Evaluates program effectiveness by comparing outcomes to goals in order to determine whether to continue or modify the program. Performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents) by appropriately applying Federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and requirements.	Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences.	Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences. Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these.Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills. Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.	**Workforce Development, Aging and Community Services (WDACS)** 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010
1073	Los Angeles County Commission for Older Adults	To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in the development of a video to promote the Los Angeles County Commission for Older Adults (LACCOA) and its mission of advocacy for older adults. Tasks and duties may include: Performing specialized video production duties involving: Writing, producing, and directing and editing video programs, using sophisticated electronic video production equipment. Creating animated and other computerized graphics, utilizing sophisticated software programs. Writing, producing and directing video productions. Planning and developing video programs by transforming objectives into production ideas requiring the determination of format, approach, content, and level of presentation which will be most effective in meeting objectives and remaining within budget and time restrictions. Converting production ideas into finished production script by working with subject matter experts. Acts as script person by issuing scripts to performers and crew and revising to assure that cast and crew have appropriate and current scripts.	Students must have classes or major in Film, Video Production, Photography or other related field.	Intern must have the ability to review information on specific documents and reports and make recommendations on the completeness and accuracy of these. Experience in video production software. Microsoft Office Software is desired. Good writing skills and publics speaking skills. Intern with ability to determine useful community resources and opportunities that support the project is a plus.	**Workforce Development, Aging and Community Services (WDASC)** 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010
1074	Elderly Nutrition Program	To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in the evaluation of qualified Elderly Nutrition Program (ENP) congregate sites to determine the Distinguish Site high standards for excellence are met based on the following requirements: • Hospitality, • Helpful service, • Creating a comfortable, home-like setting for participants to enjoy while socializing with their friends, • Delicious healthy food, • As well as consistently meeting high standards for food safety.	Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences.	Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these. Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills. Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.	**Workforce Development, Aging and Community Services (WDACS)** 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010
1075	Supplemental Nutrition Assistance Program-Education (SNAP-Ed Program)	To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in data collection and the evaluation of the SNAP-Ed Program.	Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences or taking classes to become a Registered Dietician.	Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these. Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills. Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.	**Workforce Development, Aging and Community Services (WDACS)** 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010
1076	Title V SCSEP	To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) Title V Senior Community Service Employment Program (SCSEP) by performing research of Federal Department of Labor (DOL) and California Department of Aging (CDA) SCSEP policy for the development of AAA Title V SCSEP Program Memos and other program related documents.	Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences.	Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these. Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills. Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.	**Workforce Development, Aging and Community Services (WDACS)** 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010
1079	Materials Management Intern	Working with materials management, interns will be able to develop efficient mechanisms for tracking and accounting requisition forms, create systems and procedures for employee on-boarding and off-boarding of various programs, and streamline/systemize internal operations and workflows within the department. Students will analyze and assess problems with current policies and suggest solutions for problem solving. As new and exciting changes are implemented in current practices, interns will gain insight into project development and program planning of supply and asset inventory.	Major in Public Administration, Business Administration, Facility Management, Engineering, or other related field. *Baccalaureate*	N/A	**Public Health** 5555 Ferguson Drive, Suite 320 Commerce, CA 90022

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1080	Grant Fund Development Unit (Revised)	The Grant Fund Development Unit's (GFDU) mission is to support over 40 program offices in the Department of Public Health in the successful acquisition and implementation of grants. The GFDU is nested within the Department of Public Health's Administrative Services Division and works with program offices to bridge every aspect of administration in the grant lifecycle. By joining the GFDU team, students will have the opportunity to experience the development and planning of grant funded public health program that have a positive impact on the health and well-being of Los Angeles County residents. Working with the GFDU will provide an introduction to the grant application process, policies and procedures of county contracting, as well as financial, logistical, and operational processes of the Department. Student will also have the opportunity to use best practices and evidence based research to improve and streamline the grant process.	At least senior level with a major in Public Health, Public Health Administration, Health Administration, Public Administration, Public Policy, Political Science, Sociology, Human Resources, Business Administration, and/or English. *Baccalaureate or Graduate*	N/A	**Public Health - Grand Fun Development Unit** 5555 Ferguson Drive, Suite 320 Commerce, CA 90022
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.
1085	Housing for Substance Use Disorder Clients	The Los Angeles County Department of Public Health Substance Abuse Prevention and Control (SAPC) is responsible for administering the County's alcohol and drug programs. SAPC contracts with over 300 community-based organizations to provide alcohol and drug prevention, intervention, treatment and recovery services throughout Los Angeles County. The Intern will be assisting in the development of a comprehensive plan for providing housing for individuals with substance use disorders.	Interest and experience in housing and/or substance use disorder services. Graduate level student enrolled in Public Health, Public Administration, Public Policy, Social Work and/or other Social Science programs.	Ability to conduct literature reviews, draw conclusions from research, analyze and think critically, and write clearly and concisely.	**Public Health Substance Abuse Prevention and Control** 1000 S. Fremont Avenue, Bldg. A-9 West, 4th Floor, Alhambra, CA 91803
1086	Public Health Administrative Services/Statistics Intern	Assist in collecting and analyzing data, preparing charts and reports. Participate in studies and prepares reports, gathers and analyzes data on existing programs, conducts surveys, and studies. Tabulates, charts, and analyzes statistical data by making computations and comparisons. Process large amounts of data for statistical modeling and graphic analysis. Report results of statistical analyses, including information in the form of graphs, charts, and tables. Develop an understanding of fields to which statistical methods are to be applied in order to determine whether methods and results are appropriate. Other duties as needed to ensure smooth operations of administrative services related matters	At least a senior level with a major in Statistics, Mathematics or related field with emphasis in SAS, Stata, SPSS and Graphic Design skills to create infographics and other graphically appealing data. *Baccalaureate or Graduate*	Good skills in SAS, Stata or SPSS. Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio. Ability to work within the framework of departmental policies and procedures. Ability to evaluate and synthesize data, draw conclusions and formulate recommendations.	**Department of Public Health – Administrative Services** 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022
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
1091	Public Health Administrative Services Intern	Assist in drafting forms, policies and procedures. Assist with special projects associated with Supply Chain Management, Grant Management, Facilities Management, Customer Service Improvement, and other administrative assignments. Identify problems and implement or recommend solutions. Proofread documents and other written work. Take notes, prepares briefs, and write synopses of professional literature. Other duties as needed to ensure smooth operations of administrative services related matters.	At least a senior level with a major in Public Health Administration, Public Administration, Business Administration or related field with emphasis in administrative/management skills.	Good skills in SAS, Stata or SPSS. Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio. Ability to work within the framework of departmental policies and procedures. Ability to evaluate and synthesize data, draw conclusions and formulate recommendations. Ability to meet and deal with the public and work with colleagues in a pleasant, professional, and courteous manner. Interns must have advanced writing skills and the ability to quickly learn and analyze complex concepts and articulate onto paper. Interns must have the ability to research and conduct gap-analyses; evaluate existing policies; and observe current best practices. Analyze qualitative and quantitative data from collected evaluations to implement improvements.	**Department of Public Health – Administrative Services** 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022
1095	Healthy Aging	Assist with a variety of aging projects for the Office of Women's Health including: 1. Participates in organizing and building of the Los Angeles Alliance for Community Health and Aging (LAACHA) coalition. 2. Engages stakeholders in LAACHA. 3. Assists with planning and development of meetings and/or conferences; assists with communication strategies and communicating with partners. 4. Assists with variety of projects, tasks, and research related to healthy aging and women's health. 5. Assists/develops PowerPoints, materials.	Possible majors include: Public Health, Gerontology, Women Studies or related majors. *Baccalaureate or Graduate*	Organizational detail; experience and knowledge in gerontology are helpful but not required. Ability to make interdisciplinary connections, generate or assess solutions, and ability to communicate effectively with health leaders. Word, Excel, PowerPoint	**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
1100	Aging Services Intern	Adult Protective Services (APS), Program and Planning is developing specialized public transportation as well as caregiver support guides for the elderly, disabled, and low-income individuals. We seek an intern to provide important general administrative and research support for a variety of projects. The intern will assist in developing much-needed services for the residents of Los Angeles County and will be at the forefront of the county's efforts of increased mobility management as the demand for specialized services increases with the growing senior population. The intern will: • Update and compile information regarding a variety of senior services for distribution to the general public. • Develop, implement, and evaluate mobility management programs such as travel training, options counseling, taxi vouchers, and outreach. • Compile and analyze data to make recommendations for the APS Emergency Transportation program. • Analyze different policy to coordinate supportive services to the disabled and very frail elderly and provide recommendations for program development and improvement. • Develop forms and tracking devices. • Meet with community and government stakeholders to support the work of the Regional Mobility Manager.	Junior and senior majors in Public Policy, Public Administration, Political Science, or any related field.	Must have working knowledge of Microsoft Office. Must be analytical and detail oriented. A self-starter with the ability to prioritize competing projects. Must be able to communicate/present solutions and problems, verbally and in writing to staff and external stakeholders. Research and writing ability to provide information to the general public. Knowledge of basic quantitative analytical techniques in order to conduct analysis.	**Workforce Development, Aging and Community Services (WDACS)** 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1103	Los Angeles County Commission for Older Adults (LACCOA)	To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in the development of a video to promote the Los Angeles County Commission for Older Adults (LACCOA) and its mission of advocacy for older adults. The attached Fact Sheet for LACCOA provides an overview of the program. Tasks and duties may include: Performing specialized video production duties involving: Writing, producing, and directing and editing video programs, using sophisticated electronic video production equipment. Creating animated and other computerized graphics, utilizing sophisticated software programs. Writing, producing and directing video productions. Planning and developing video programs by transforming objectives into production ideas requiring the determination of format, approach, content, and level of presentation which will be most effective n meeting objectives and remaining within budget and time restrictions. Converting production ideas into finished production script by working with subject matter experts. Acts as script person by issuing scripts to performers and crew, and revising to assure that cast and crew have appropriate and current scripts.	Students must have classes or major in Film, Video Production, Photography or other related field.	Required Critical Thinking Skills: Interns must have the ability to review information on specific documents and reports and make recommendations on the completeness and accuracy of these. Required Oral and Written Communication Skills: Experience in video production software, Microsoft Office Software is desired. Good writing skills and public speaking skills. Required Research Analysis: Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.	**Workforce Development, Aging and Community Services** 3333 Wilshire Boulevard, Suite 400, 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.	**Department of Public Health** 695 Vermont Ave, Los Angeles, CA. 90005, 14th floor and in the field as necessary.
1112	Data Analysis & Management Internship	Assist with data analysis and management of several databases, assist with synthesizing results	Be in the process of receiving Master in Public Health degree ; Have taken public health courses focused on: Research and evaluation methodology , Health program planning , Health theory , Social marketing, Health education and health promotion	self starter. Requires minimal supervision on projects. Ability to apply public health theory in program planning, evaluation, and material development. Ability to work with diverse stakeholders. Strong writing skills. Strong communication skills. ability to manage data. ability to interpret results. ability to summarize evaluation findings to summary reports. Pays attention to detail. Able to conduct lit review. Ability to apply core public health theories for program planning and evaluation purposes. Ability to use theory to guide development of social marketing/health education materials.	**Public Health** 3530 Wilshire Blvd, Suite 800, Los Angeles, CA, 90010
1114	Area Agency on Aging (AAA) Newsletter	To gain experience through the Los Angeles County AAA by participating in the development, release, and implementation of the first and subsequent AAA Newsletter(s). The purpose of the newsletter is to provide information on AAA services and to highlight some of the programs and their successes. More importantly, the newsletter will allow the AAA to share information with community partners that provide essential services for older adults and adults with disabilities in Los Angeles County. Area Agencies on Aging (AAA) were established through the Older Americans Act (OAA) of 1965 to help older adults find employment, live as independently as possible in the community, promote healthy aging and community involvement, and assist family members in their vital roles as caregivers. The Los Angeles County AAA is a State-designated agency established in 1975 and is responsible for planning, coordinating, and implementing programs that promote the health, dignity, and well-being of Los Angeles County's residents. The Los Angeles County AAA is under the umbrella of the CSS Department and is part of the Aging and Adult Services Branch. The AAA and a network of public and private community-based agencies provide a broad range of services to older adults.	Students must have classes or major in Public Administration, Public Policy, Communications, English, Gerontology, Sociology, or other related fields.	Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these. Experience in Microsoft Office Software is desired. Good writing skills. Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.	**Workforce Development, Aging and Community Services** 3333 Wilshire Boulevard, Suite 400, Los Angeles, CA 90010
1116	Premature Delivery Rate among African American in LAC	The statement of work, or action plan is developed and written by the intern, since the internship is self-directed and when the intern is passionate about a topic, the outcomes are better. Among activities of responsibility for are: 1. Literature review 2. Review LAC data available on the topic 2. Research on best practices conducted on the topic by other organizations, counties, state 3. Assist in developing a public health intervention- intern to decide: patient information, website content, partner communication 4. Abstract to be written and submitted for presentation to a professional organization, highlighting the findings.	Student must be currently enrolled in a quarter/semester partnered colleges/universities.	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, Los Angeles, CA. 90005, 14th floor and in the field as necessary.
1117	Cardiovascular and School Health Intern	Conduct and/or support assessment activities to inform program planning, implementation, and strategy development related to joint/shared-use and/or physical education in Los Angeles County. Assessment activities include, but are not limited to, literature review; development of research tools, instruments, and program support materials; data collection using methods such as key informant interview, focus group, street/school-based intercept surveys, or other; entry, management, and analysis of qualitative and quantitative data; development of products to communicate results to both internal and external audiences (e.g. stakeholder presentations, issue briefs, abstracts, social media campaign, or other).	Graduate student (Masters in Public Health or Public Policy preferred)	strong writing and statistical analysis capabilities; knowledge of data collection methods; experience with program evaluation, data collection and analysis; proficient in Microsoft Office suite and statistical analysis software; excellent verbal and written communication skills.	**Public Health** 3530 Wilshire Blvd. Suite 800, Los Angeles, CA 90010
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.	**Department of Public Health - Communicable Disease Control and Prevention Division - Tuberculosis Control Program** 2615 S. Grand Ave, Los Angeles, CA 90007
1136	Los Angeles County Tobacco Retail License Development	Work with local jurisdictions to amend tobacco control policies to include e-cigarettes. Analyze existing tobacco retail license policies, update the LA County tobacco policies database, and provide technical assistance to members of the Tobacco Retail Environment Task Force.	MPH candidate	Experience working in diverse communities. Ability to multitask. Planning and coordination skills. Experience with project management. Comparative analysis of programmatic elements. Problem solving skills as it relates to program/project management. strong written and oral communications skills. comfort and strength in public speaking. ability to draft and format reports and fact sheets.	**Tobacco Control and Prevention Program Office** 3530 Wilshire Blvd., Suite 800, LA CA 90010

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1137	Healthy Trees for Los Angeles County	Interns may be assigned to but not limited to the following assignments which are associated with the Healthy Tree for Los Angeles County Project. Develop a framework for a public-private Urban Forestry Program for street and residential trees in unincorporated Los Angeles County to promote walkable environments, mitigate climate change, prevent heat illness, and reduce energy costs. Research Supervisorial District (SD) 2 serving organizations including South LA Youth Activities League, LA Neighborhood Land Trust, and local schools and develop recommendation list for SD 2; Develop a tree education program with local schools linked with local tree planting efforts; Develop annotated agendas and convene meetings with local organizations and schools to gauge interest in involving their youth in conducting tree education and outreach Create systems and environmental change to facilitate tree planting/care and urban heat reduction in unincorporated areas of Los Angeles County. Study CAL FIRE reporting requirements, specifically regarding GHG tracking; Develop a training presentation and guide on CAL FIRE GHG reporting; Train DPW and DPH staff on the guide and reporting mechanism/tool; Identify other grant opportunities to support tree planting and maintenance; Research charitable foundations, private companies, non-traditional and technology driven techniques to raising funds (e.g., crowd sourcing)	Environmental Health coursework; Public health knowledge; Built environment knowledge. *Graduate*	Public health knowledge; Built environment knowledge.	**Public Health** PLACE Program, 695 S. Vermont Ave., 14th floor, Los Angeles, CA 90005
1140	Department of Medical Examiner-Coroner, Services Bureau- MSW Graduate Practicum	Graduate level interns will work under the supervision of the Department of Medical Examiner – Coroner's senior staff, within the Department's various areas of responsibility: Forensic Laboratories, Forensic Medicine, Investigations/Operations and Public Services. The Department of Medical Examiner-Coroner is mandated by law to inquire into and determine the circumstances, manner, and cause of all violent, sudden, or unusual deaths occurring within Los Angeles County, including all homicides, suicides, accidental deaths, and natural deaths where the decedent has not seen a physician within 20 days prior to death. Interns will receive an Informational and Safety Orientation on the first day of the course. They will be able to assist grieving families with referrals to other agencies for some medical or social service needs – including, but not limited to, possible burial or cremation assistance/resources. Interns may also provide assistance in locating counseling and application forms for crime victims' compensation. Also, they may provide sources of help, compassion and understanding for people who have lost a loved one. Interns will be involved in the following activities in above listed areas: Rotations through each section in small groups; familiarization and observation by focusing on different aspects in each division, including but not limited to: 1. Investigations/Operations: a. Meet with Coroner's Investigators (Operations) staff and observe their work in the office. b. Accompany Investigators on field visits (observe, assess and report on behaviors and practices). c. Spend time with Medical Examiner-Coroner's investigators in the field dealing with the public (observe, assess and report on behaviors and practices –must be kept confidential (C) Provide support if appropriate in crisis situations (e.g., in the field when dealing with family members, preventing family members to enter and contaminate a potential crime scene, assist with deescalating situations with family members in the home or bystanders on the streets where a suspicious death has occurred. d. Assist with notifications to legal next of kin/family members. e. Participation in Department Seminars, Tours and Employees' Educational Trainings. f. Assess, analyze and report on the stress levels of each position and report to Executive Management. (C). g. Provide case management assistance, which may include providing updates to next of kin (NOK) or family members on case status, and assisting families in referrals for funeral arrangements. h. Assist with challenging calls, providing support or resources when needed to the caller. 2. Forensic Laboratories: a. Observe Criminalists in the laboratory environment. b. Meet with the evidence section employees and observe their work. c. Meet with Criminalists and Tool Mark section staff and observe. Provide support if appropriate in crisis situations (e.g., in the field when dealing with family members, preventing family members to enter and contaminate a potential crime scene, assist with deescalating situations with family members in the home or bystanders on the streets where a suspicious death has occurred. d. Assess, analyze and report on the stress levels of each position and report to Executive Management. (C). e. Observe criminalists in a courtroom environment if appropriate. 3. Public Services Division a. Meet with Property Section employees and observe their work. b. Learn how the Department keeps records, including archiving. c. Learn how we deal with the public (observe, assess and report on behaviors and practices). d. Intervene in crisis situations, may include supporting grieving loved ones. e. Assess, analyze and report on the stress levels of each position and report to Executive Management. (C).		Must have own transportation. Students must be aware of the nature of the Department of Medical Examiner – Coroner's work. Must understand the stages of grief and have good problem solving skills. Clear understanding of cognitive behavioral therapy, and understanding of teaching pro-social skills. Strong oral and written communication skills.	**Los Angeles County, Department of Medical Examiner-Coroner** Various settings throughout Department of Medical Examiner-Coroner, Los Angeles County
1141	WDACS Staff Development Intern	An intern is needed to assist WDACS with the planning, implementation, delivery and evaluation of department-wide training programs and curricula. Tasks Include: Assist in developing training needs questionnaires utilizing assessment instruments such as, Survey Monkey and other internet resources, information gathered from management, audit reports, and departmental training files. Assist in distributing questionnaires to target population groups via email; collecting and analyzing online survey responses to identify proficiency and training needs. Assist in creating training curricula, lesson plans, presentation handouts and similar in-class materials, and procurement of audio-visual equipment and venue. Assist in evaluating County and/or vendor training curricula and materials as well as observing in-class presentations in order to make recommendations for required adjustments to training programs according to Departmental needs on a range of subjects, such as Sexual Harassment Prevention, County Policy on Equity, Performance Evaluations, and Customer Service. Assist in managing skill-based and mandated training programs by researching educational institutions and other sources for course information and availability. Assist in scheduling of employee training sessions by utilizing the Countywide Learning Management System in accordance with established County policy and procedures. Assist in conducting classroom presentations on a wide range of mandated and skill-based training to departmental employees including management as well as the community at large in accordance with established curriculum.	Behavioral or Social Sciences majors.	Must possess advanced working knowledge of Microsoft Word, Excel, PowerPoint and/or Mac Key Note. Excellent customer service and interpersonal skills, excellent oral articulation and presentation skills, and advanced written communication skills.	**Workforce Development, Aging and Community Services (WDACS)** 3175 W. Sixth St., Room 404, Los Angeles, CA 90020
1146	Healthy Food Procurement Internship	The Los Angeles County Department of Public Health Healthy Food Procurement Unit partners key stakeholders to support improvements in the nutritional quality of food and beverages offered in a range of institutions (e.g., hospitals, universities, congregate meal programs). Support services that the Healthy Food Procurement Unit offers is: Conducting food and beverage environmental assessments: Developing hospital nutrition standards and procurement policies: Aligning recipes with nutrition standards: Providing education to staff, patients, and visitors: Implementing reduction strategies for specific nutrients of concern, such as sodium. Interns may be assigned to but not limited to the following assignments which are associated with the Division of Chronic Disease Healthy Food Procurement Unit: Assist in the development of County-wide pre-approval process for regional food service operators; Assist in the development and evaluation of sodium reduction education brief for patrons around sodium reduction; Assist in the drafting of nutrition standards that meet or exceed existing program standards; Assist the Division of Chronic Disease & Injury Prevention (DCDIP) Research and Evaluation Unit with the evaluation of select public/private hospital institutions, distributive and congregate senior meal programs, and/or universities targeted by DCDIP to implement healthy food procurement changes; Assist DCDIP Research and Evaluation Unit to validate internally-developed healthy food procurement tools.	Be in the process of receiving Master in Public Health (MPH) degree and have taken public health courses focused on: • research and evaluation methodology • health program planning • health theory • social marketing • health education and health promotion	• Self-starter • Requires minimal supervision on projects • Ability to apply public health theory in program planning, evaluation, and material development	**Public Health** 3530 Wilshire Blvd, 8th Floor, Los Angeles, CA, 90010

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1149	Community and Senior Centers, Needs Assessment	To gain experience through the County of Los Angeles, Workforce Development, Aging and Community Services, (WDACS), Community and Senior Centers Division by participating in the development of a needs assessment for one of 14 Centers dependent on interns proximity to the nearest Center. The Los Angeles County WDACS/Community and Senior Centers has sites throughout the County. Each center is unique and reflects the multi-ethnic communities served. The centers provide both direct services to community residents, a broad range of services to older adults and function as "brokers of human services" for the numerous community-based and governmental organizations that operate from the centers. A multi-faceted needs assessment must be conducted for each Center in the County of Los Angeles under the purview of WDACS in order to ensure that they continue to provide relevant community services. This needs assessment will answer the "who, what, and why" around which services will be continue to be offered or identify the need to establish new services. The central areas of interest should include, but are not limited to identifying: a) target populations b) the types and extent of existing and potential needs of local residents including older adults in LA County c) barriers and challenges experienced by local residents and older adults in accessing services in LA County d) the services and resources existing within the local area surrounding the Center that are available for addressing those needs e) identify priority of services Tasks and duties may include: Researches information by identifying, locating and extracting relevant data and information (e.g., by reading, collecting, downloading, interviewing) from varied sources (e.g., Internet search engines, library materials, government and technical reports, knowledgeable individuals) in order to obtain sufficient, valid, and reliable data for analysis and decision making purposes. Compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways in order to facilitate analysis.Analyzes information using qualitative and/or quantitative analytical methods in order to understand and draw fact-based conclusions, often from large amounts of information; identifies issues and problems requiring additional research and study and takes appropriate action to ensure sound study results. Develops and/or recommends the development of policies, programs, or procedures to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success. Prepares a variety of documents (e.g., reports, business correspondence, memoranda), adapting formats suitable to the purpose and using relevant software programs (e.g., word processing, desktop publishing, presentation) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the public, governing boards). Interacts with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations) when participating in meetings, making presentations, providing advice and/or consultation services, etc., in order to communicate information, share ideas, present recommended solutions, gain agreement, and coordinate activities. Monitor programs by gathering and analyzing relevant information in order to ensure that programs are proceeding as intended. Evaluates program effectiveness by comparing outcomes to goals in order to determine whether to continue or modify the program. Performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents) by appropriately applying Federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and requirements.	Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences.	Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these. Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills. Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.	**Workforce Development, Aging and Community Services (WDACS)** Any one of the fourteen Centers under purview of WDACS
1150	Step by Step Los Angeles County - Pedestrian	The student will be working with the Division of Chronic Disease and Injury Violence Prevention (DCDIP) PLACE Program (Policies for Livable, Active Communities and Environments). The PLACE Program is dedicated to fostering policy change that supports the development of healthy, safe and active environments for all Los Angeles County Residents. Step by Step is a pedestrian plan to help four unincorporated communities in Los Angeles County (Lake LA, Walnut Park, Westmont/West Athens, and West Whittier Los Nietos) get more people walking, make walking safer and support healthy lifestyles. A pedestrian plan provides guidance in developing a network of sidewalks, off-street paths, and trails and facilities (such as lighting, crosswalks, and benches). Duties will include: Develop a program plan for conducting pedestrian infrastructure demonstration projects in unincorporated Los Angeles County to promote walkable environments, solicit community input on preferred infrastructure recommendations included in the pedestrian plans, and build understanding of how different types of roadway improvements improve roadway safety; Research and assist in developing community engagement plans for pedestrian infrastructure demonstration projects; Develop annotated agendas and convene meetings with local organizations, businesses and schools to build awareness of and encourage participation in pedestrian infrastructure demonstration projects; Create systems and environmental change to facilitate the use of demonstration projects as part of infrastructure outreach in unincorporated areas of Los Angeles County; Study evaluation methods utilized by other jurisdictions for demonstration projects; Develop recommendations and sample evaluation materials for use by DPH staff during fall demonstration projects; Train DPH sub-consultants and DPH staff on evaluation tools; Research charitable foundations, private companies, non-traditional and technology driven techniques to raising funds (e.g., crowd sourcing) to support future demonstration projects and community engagement in infrastructure planning.	Must currently be a graduate student	Public health knowledge; Built environment knowledge; Program and project evaluation knowledge	**Public Health** **PLACE Program, 695 S. Vermont Ave., 14th floor** **Los Angeles, CA 90005** 12830 Columbia Way, Education Center West Downey, CA 90242
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
1161	Assistant Project Coordinator-GRAD	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. 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.	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.	Ability to interpret quantitative statistical analysis and develop evaluation reports. Project Management and Facilitation skills are highly desirable. **The ideal candidate will possess strong** • 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 conducing primary and secondary research • Microsoft Access, PowerPoint, Word, and Excel skills	**Department of Health Services** Training and Organizational Development 5555 Ferguson Drive Commerce, CA 90022

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1164	Communications & Program Evaluation Intern	The Los Angeles County Women & Girls Initiative (WGI) is looking for well-qualified interns who are passionate about women's equity, and have experience around communications, qualitative research, and developing policy recommendations. Below are several potential projects that an intern could take the lead on: 1) Climate Survey Follow-Up: The WGI helped design and conduct a survey of all county employees which asked questions about workplace satisfaction, and how well county policies were serving employees. We will be pursuing follow up, potentially through another survey or direct outreach to department representatives. We are especially interested to learn more about: 2)Mentorship Programs: The WGI seeks to collect information about mentorship programs that currently exist for county employees, how they are serving employee needs, and the potential for improved programs. 3)Understanding Existing Training Opportunities: The county currently provides a number of trainings designed to benefit employees. Our aim is to create an inventory of these training, who they are available to, and assess what changes the county could make to better serve its employee population. 4)Examine and Make Recommendations to Childcare Policies: The WGI has collaborated with other departments to host focus groups for county employees to give insight about their experiences with finding childcare. We are interested in continuing these groups, and deepening our understanding of the issues parents face, particularly around family leave and employees working nontraditional hours.	Possible Major: Public Administration, Public Policy, Communications, Urban Planning, Sociology, other related degrees. (All accepted-graduate students preferred, although undergraduate students will be considered)	• Experience in Microsoft Office software is required. • Proficient writing and analytical skills are highly desired. • Research experience and public speaking skills also desired.	**Chief Executive Office** Kenneth Hahn Hall of Administration 222 S. Hill Street 5th floor Los Angeles, CA 90012
1166	Substance Abuse Disorders Treatment Training	Antelope Valley Rehabilitation Centers (AVRC) is a Los Angeles County residential treatment facility for adults struggling with addiction including individuals with both addiction and mental health disorders. AVRC is an ideal training site for substance abuse counselor trainees to acquire supervised hours towards certification. We also offer internship training for students in the healing arts (social workers, marriage & family therapists, and psychologists).	Need to be a registered substance abuse counselor who is wanting to collect supervised hours towards their certification (BA degree not mandatory) or have at least a MA in the healing arts and ready to collect hours towards licensure for a licensed practitioner of the healing arts (LPHA). Required education level is not applicable unless they are working towards licensure as a LPHA. Trainees in the Substance Abuse field need to be registered with one of the National Commission for Certifying Agencies accredited organizations recognized by the Department of Health Care Services.		**Dept. of Public Health** Substance Abuse Prevention & Control, Antelope Valley Rehabilitation Centers 30500 Arrastre Canyon Road, Acton CA 93510
1171	System Registration Process	The Probation Department currently manages access to over 60 criminal justice internal and external applications. Timely access to criminal justice systems is fundamental to a Probation Officer's function and many times plays a critical role in ensuring public safety. The current process for an employee to request and get 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. 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. Students working on this project will: Develop project scope and strategy resulting in a project charter Complete requirements gathering Develop business process modeling Complete system architecture design Complete coding Complete testing Complete technology transfer to include requirements for system maintenance and support	Fields related to Engineering, Computer Sciences or Information Technology	The ideal participants should be versed in software and tools that include, but not limited to: • Xamarin • C Sharp • .NET • Business Process Automation (BPM) or workflow solutions	**Probation Department Headquarters** 9150 Imperial Highway Downey, CA 90242
1180	APS Mobile	APS Mobile will extend the investigation module of the WDACS Adult Protective Services (APS) case management system. This project calls for native mobile development to empower field workers with a set of tools and resources to protect abuse victims and help save lives. WDACS will provide design specifications, computing infrastructure and technical support. The students will have some design input and will provide mobile application development.	Fields related to Engineering, Computer Sciences or Information Technology	iPhone/IOS, x-code (swift), php	**Workforce Development, Aging and Community Services** 3175 W. 6th St., Los Angeles, CA 90020
1181	Patient Tracking	Patient Tracking is a component of the BOLOH Project (Brining Our Loved Ones Home). This is a service to dementia patients who wander from home and often become disoriented and lost. This initiative will involve the research, selection and testing of wireless tracking devices, culminating in a recommendation to WDACS. Additionally, there will be backend application development to capture data from the devices in near real time and present information to a dashboard. WDACS will provide scope guidance, computing infrastructure, technical support and devices. The students will provide evaluation results, design analysis, integration and software development.	Fields related to Engineering, Computer Sciences or Information Technology	cellular tracking devices ,python, php	**Workforce Development, Aging and Community Services** 3175 W. 6th St., Los Angeles, CA 90021
1186	Food Insecurity Unit Internship	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.	Be in the process of receiving an undergraduate degree	Self-starter Requires minimal supervision on projects	**Public Health** 3530 Wilshire Blvd. Suite 800, Los Angeles, CA 90010
1191	Gender-Based Violence Program	Project Description: Assist with a variety of projects related to addressing current women's health issues related to gender-based violence and reproductive health, inclusive of the following core elements: program planning, policy development, and evaluation. Program Planning (1) Assist with planning for women's health related events/conferences. (2) Research and write-up on key women's health issues, including reproductive health, intimate partner violence and other women's health topics. Policy Development (1) Review all Women's Health related legislation and keep staff abreast of important issues. Evaluate (1) Work with staff on health briefs, infographics, and trend analysis about women's health topics. (2) Research and create survey tools and educational material on domestic violence and other women's health issues. (3) Assist in responding to data requests from other DPH programs and external agencies. (4) Assist with other women's health related projects as needs arise.	Possible majors or coursework include: Public Health, Women Studies, Public Administration, Communications, Program Planning, Biostatistics, Evaluation. Ability to make interdisciplinary connections, generate and/or assess solutions, and the ability to communicate effectively with County staff and community stakeholders.	Computer skills – MS Word, Excel, PowerPoint, Outlook	**Public Health** **Women's Health Office** 1000 S. Fremont Ave. Bldg. A-9 East 5th Floor, Unit #105 Alhambra, CA 91803

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1192	LA County Homeless Initiative	The County of Los Angeles' Homeless Initiative (HI) is leading the County's fight to combat homelessness. The HI is responsible for administering $460million in Measure H funding for homelessness programs in the County but also is collaborating with other governmental entities, philanthropy and the private sector for creative solutions to combat homelessness. The HI is looking for a creative individual enthusiastic about developing and implementing solutions to fight homelessness in Los Angeles County. Specifically, HI seeks an intern with a policy background to conduct research, collect and analyze data, and assist the HI with community engagement strategies that will support the implementation of the County's strategies to combat homelessness. The ideal candidate will be able to complete the following tasks during the internship: • Assistance with adhoc legislation/policy research on homelessness • Assistance with homeless data collection and coordination • Assistance with the development and implementation of community engagement strategies for Homeless Initiative Interns may also be asked to assist the HI with other special projects, event preparation and follow-up, and taking notes at homelessness policy development meetings.	Related courses in public administration, public policy, data science or data analysis would be ideal.	Experience with homelessness related issues would be ideal but not necessary.	**Chief Executive Office** Kenneth Hahn Hall of Administration, 222 N. Grand Avenue, Los Angeles, CA 90012
1193	Parks and Recreation	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.	Landscape Architecture, Project Management or Construction Management	Ability to work with little supervision on tasks assigned by the Capital Projects Groups. Excellent customer service and community engagement skills required. Ability to assist with public meetings and workshops.	**Parks and Recreation** 1000 South Fremont Avenue, Alhambra, CA 91803
1194	Parks and Recreation	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.	Landscape Architecture	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.	**Parks and Recreation** 1000 South Fremont Avenue, Alhambra, CA 91804
1196	Capital Project Assistant	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.	Landscape Architecture, Project Management or Construction Management	Ability to work with little supervision on tasks assigned by the Capital Projects Groups. Excellent customer service and community engagement skills required. Ability to assist with public meetings and workshops.	**Parks and Recreation** 1000 South Fremont Avenue Alhambra, CA 91803
1197	Landscape Architecture	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.	Landscape Architecture	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**.**	**Parks and Recreation** 1000 South Fremont Avenue Alhambra, CA 91804
1200	Department Facility Inspection App	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. The purpose of the project is developing a Facility Inspection application to: * 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	Fields related to Engineering, Computer Sciences or Information Technology	The following technology knowledge would be required: • ASP.NET MVC • C# • SQL (Transact-SQL) The following experience would be required: • Development of a ASP.NET MVC web application • Basic knowledge (or willingness to learn) of map GIS service integration	**Department of Public Health** 5555 Ferguson Drive Commerce, CA 90022
1202	Public Information Intern	• Assist with writing articles for internal and external audiences via contributions to the DPSS Newsletter, L.A. County Digest, L.A. County Connection and other print and electronic news publications; • Review and proofread documents submitted through the Clearinghouse Process; • Support DPSS Social Media by assisting with ongoing campaigns and initiatives, content development and production of assets including digital graphics, messaging and video; and • Assist with the development of departmental community outreach and engagement opportunities.	Marketing, Public Relations, Communications, Business Administration, or related field	Copywriting, copy editing skills, news reporting, public relations, excellent written and verbal communication skills; knowledge of social media marketing and engagement practices and strategies with emphasis on Facebook, Twitter, Instagram and YouTube platforms.	**Public Social Services** Communications Section Public Information Unit 12860 Crossroads Pkwy., South City of Industry, CA 91746-3411
1203	Video Production Intern	• Assist with set-up, strike, and operation of audio-visual equipment such as projectors, audio mixer, laptops for PowerPoint presentations, microphones, etc.; • Observe the process of logging, rough editing, loading, set-up and strike of video equipment such as teleprompter, camera, lighting and audio; • Assist in archiving, scanning, retouching via Photoshop and printing of photos to be distributed or posted to Media Services website; • Script development and revision; • Assist Graphic Artist with design and video edits of text and graphics, working with Web Master for website updates; • Make and label DVD copies and prepare DVD programming for distribution throughout the Department; and • Assist audio editor with setting up equipment, microphones and recording devices for narration recordings.	Courses broadcasting, cinema, photography, television, or instructional media technology	Video production and editing Photography Audio engineering Knowledge of Adobe Creative Cloud applications	**Public Social Services** Media Services 3400 Aerojet Ave. El Monte, CA 91731
1205	Marketing Communications Intern	• Support both marketing and creative content efforts in creating valuable on-brand content for both internal and external audiences; • Develop scripted material for communication platforms including flyers/posters, social media posts, scripts for video, etc.; • Assist with script development and revision.	Marketing, Public Relations, Communications, Business Administration, or related field	Copywriting and Copyediting Skills. Excellent Written and Verbal Communication Abilities. Knowledge of marketing tactics.	**Public Social Services** Communications Section- Marketing Unit 12860 Crossroads Parkway, South City of Industry, CA 91746-3411
1206	Graphic Design Intern	• Assist with the design and development of print, web, and social media campaigns; • Ability to take direction from written or spoken ideas and convert them seamlessly into images, layouts, and other designs; • Create visual aspects of marketing materials, including infographics.	Preferred candidates should be majoring in graphic arts, graphic design or related majors.	Must understand marketing campaigns work and possess skills with Adobe Illustrator, Photoshop, and InDesign, as well as excellent communication skills.	**Public Social Services** Communications Section- Marketing Unit 12860 Crossroads Parkway, South City of Industry, CA 91746-3411
1207	Photography Intern	• Capture and edit visual content for multiple communication platforms; • Utilize technical expertise, creativity, relativity, and composition skills to produce and preserve images that tell a story or record an event; • Market and advertise services available within the Department through photography; and • Use various photographic techniques and lighting equipment.	Photography, or related majors	Artistic Ability: Must be able to compose a shot, understand framing, color, and light to create a visually pleasing photograph. Must possess a "good eye": the ability to use colors, shadows, shades, light, and distance to compose good photos.	**Public Social Services** Communications Section- Marketing Unit 12860 Crossroads Parkway, South City of Industry, CA 91746-3411

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1208	Multimedia Artist & Animation Intern	• Assist in the creation of promotional videos; • Use computer programs and illustrations to create graphics and animation; • Research upcoming projects to help create realistic designs/animations; and • Create visual effects with two- and three-dimensional images.	Fine Art, advertsing, or related majors	Editing experience with Final Cut Pro, After Effects, Compressor. Experience with lighting sets for video projects along with green screen knowledge.	**Public Social Services** Communications Section- Marketing Unit 12860 Crossroads Parkway, South City of Industry, CA 91746-3411
1209	User Interface Design Intern	• Assist with creating interfaces for the Department website; • Define how users interact with graphics and digital designs; and • Conceptualize original ideas that bring simplicity and user friendliness.	Fields related to Engineering, Computer Sciences or Information Technology	Candidate must possess excellent visual design skills with sensitivity to user-system interaction.	**Public Social Services** Communications Section- Marketing Unit 12860 Crossroads Parkway, South City of Industry, CA 91746-3411
1210	Los Angeles County's Chief Executive Office Emergency Preparedness Plan	The Los Angeles County's Chief Executive Office (CEO) is leading a sweeping transformation of how the County confronts its most challenging issues, breaking down barriers and reaching across departments to advance priorities and initiatives of the Board of Supervisors. The CEO's Human Resources and Facilities Management division is looking for a well-qualified intern passionate about Emergency Preparedness. Interns will be working with CEO Human Resources and Facilities staff to update and enhance the Department's Emergency Preparedness Plan and support the development of the Departmental Continuity of Operations Plan.	Candidates for this internship must be in their junior or senior year of their undergraduate study. Graduate school student are preferred. Classes or major in Emergency Management, Public Administration, or other related fields is preferred.	Excellent writing, analytical, and research skills are required.	**Chief Executive Office** Kenneth Hahn Hall of Administration 500 West Temple Street, 7th Floor Los Angeles, CA 90012
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: • Identify and document the requirements of the department asset management system • Identify and document current workflows • Identify and document new workflows • Identify and documents 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: • 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: • 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: o NIST framework o Operating System o 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
1224	COVID-19 Internship	Note: We cannot sponsor individual interns for the COVID-19 CCIB student internship program—only "teams" of student interns from participating colleges/universities. If you are a student interested in this internship, have your faculty or academic internship coordinator contact Dr. Shieva Davarian (sdavarian@ph.lacounty.gov) for a meeting. See below for a brief description of the internship program. Interns will supplement LA County's Department of Public Health (DPH) with its COVID-19 response. Interns will interview people who have tested COVID-positive ("case interviewing") and/or who may have been exposed to COVID-19 ("contact tracing"), subsequent demographic, disease and exposure-related data collection from the case and contact interviewing, provide self-isolation and self-quarantining instructions and education, and regular monitoring/check-in calls to assess potential onset of illness in those individuals. • Our remote unpaid contact tracing internship requires institutions of higher education to organize a team of students to cover 3 shifts a week minimum (Friday-Sunday or Saturday-Monday, minimum). • Schools agree to organizing a minimum of 5-7 interviewers plus a team lead (team leads can be faculty, postdocs, graduate students, TAs, RAs, or advanced undergrads) for each of those three days for the duration of the school term. o Schools can have three different groups of students cover the three day-long shifts or any combination depending on how many hours your students need to complete for your requirements. • Students are required to fulfill 120 hours minimum throughout the term (their commitment can extend into the school break). o The 120 hours commitment averages to one 8-hour shift per week per student for 15 weeks but students can double up on shifts if they need more hours. • Shifts are 8 hours (8am-4:30pm PST/PDT with a 30min lunch break). o Shifts cannot be broken up (e.g. two 4-hour shifts) or shortened. • The 120 hours commitment is in addition to the training. • Training is approximately 40 hours with mostly self-learning modules. o Students must be able to participate in the "live" online training on Thursday and Friday of the training week (9am-4:30pm PST/PDT, both days are required, these trainings are not recorded and must be attended at the scheduled time), the rest of the time is self-learning.		Required Equipment: computer (laptop or desktop, PC or Mac), computer headset with a microphone, highspeed internet access. Required Skills: Professional phone etiquette; Microsoft Excel, Word, and Outlook; videoconferencing software; data entry Desirable Technical Skills: Microsoft Teams, CRM, AWS, OneDrive, SharePoint, Microsoft Access Desirable Language Skills: Speaking, reading, or writing in any of LA County's threshold languages (American Sign Language, Arabic, Armenian, Cambodian, Cantonese, Farsi, Korean, Mandarin, Other Chinese, Russian, Spanish, Tagalog, Vietnamese)	**Telework**

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
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.			**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.		• 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	**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
1231	Office of Small Business	The Office of Small Business (OSB) operates as the County's designated Small Business Advocate leading efforts on numerous economic development initiatives aimed at supporting our local small diverse business community. As such, the OSB connects entrepreneurs and businesses to resources, technical assistance, contracting opportunities to successfully launch and grow. Most recently, the OSB mobilized to connect our COVID-19 impacted business community with emergency resources and guidance to ensure business survival and economic resiliency. Interns will support the OSB's delivery of services to the public. The OSB administers two core programs including the Small Business Concierge Program and the Los Angeles Procurement Technical Assistance Center (PTAC). The following are examples of duties that an intern can support in the OSB: Concierge Duties: • Assisting with research and development of collateral material related to entrepreneur and business development such as but not limited to o Specialized permits and licenses for businesses o Update existing canned responses / language o Develop business related content / workshops • Conducting business needs assessments • Research, training and supporting call center agents assigned to the Disaster Help Center Call Center PTAC/Certifications Duties • Determining eligibility, processing and troubleshooting applications for the County's various certifications programs by reviewing and analyzing financial documents such as stock ledgers, stock certificates, business taxes, payroll reports and articles of incorporation, external databases and external certifications. • Contacting vendors to request supporting documents such as mission statements, nonprofit status and metrics for the Social Enterprises preference program. Analyze public documents to verify and determine if the vendor meets the qualifications of a Social Enterprise • Researching subject matter related to government contracting and developing collateral material for public education.		Past experience is not a requirement; however, desirable candidates are those that have a background in economic/business development, marketing and/or business law along with relevant courses. Candidates will need to have software skills including email, Excel, Word, and PowerPoint.	**Consumer & Business Affairs** Due to current Health Officer Orders work is currently conducted virtually. However, should HOO deem it safe to do so, work will be conducted either at the East Los Angeles Entrepreneur Center located at 4716 East Cesar E. Chavez Avenue Los Angeles, CA 90022 and/or downtown Los Angeles headquarters at 222 North Hill Street Los Angeles CA 90012
1232	Center For Financial Empowerment-Financial Navigator	Intern with our Center for Financial Empowerment and provide remote support to County residents who've suffered financial hardships due to COVID. You'll have an opportunity to learn about financial empowerment programs, hone your customer service skills, and provide much needed support for struggling families. Across the Country, even in the best of times, individuals struggle with their finances – almost one in five households have zero, or negative, net worth, and a quarter of families have no retirement savings. Almost 40 percent of adults are not able to cover a $400 emergency. This current pandemic has brought these financial challenges into focus and compounded it with a number of new issues. Additionally, the County of Los Angeles has had more COVID infections than any other county in the nation. Through the Financial Navigators Program, you can intern with us to get trained to provide telephone support to help individuals and families prioritize their financial concerns, identify next steps, and navigate available local, state, and federal resources that can support their ability to rebound and rebuild. We along with our partners at the Cities for Financial Empowerment Fund, will provide all the training you need. Depending on interest and availability, there may also be opportunities to do other support tasks for the program like helping to write reports and conducting research. Duties will include: • Conducting one-on-one telephonic navigator sessions with County residents adversely impacted by COVID • Documenting all client interactions in our database • Researching COVID relief programs that may benefit clients		Prior experience is not required but experience in customer service and an interest in supporting the economic mobility of low-moderate income households is a plus. Related coursework may include: sociology, economic development, personal finance, public administration, and social work. Desirable qualities: • Compassionate • Patient • Eager to learn • Good verbal communication and writing skills • Bilingual English/Spanish is a plus but not required	**Telework**

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1235	Assistant Project Intern-GRAD	The Oral Health Program (OHP) oversees the planning, coordinating, and implementing of public and oral health projects, activities and interventions that prevent oral cavity and dental related diseases in the residents in Los Angeles County. OHP interns and volunteers' assignments may include, but not be limited to the following: reviewing and developing oral health literature and curricula, and PowerPoint slide decks; analyzing data and generating reports from the Customer Satisfaction Survey; attending the Community Oral Health Improvement Plan (COHIP) meetings and working with community partners on key oral health objectives and strategies as outlined in the COHIP. Internship/volunteer opportunities with OHP may be seasonal, please inquire within by sending an email to Erika Gist at egist@ph.lacounty.gov. The OHP is one of the 40+ programs in the Department of Public Health and serves under the Division of Medical and Dental Affairs within the Bureau of Disease Control. The program strives to reduce disparities in oral health, while improving overall health status in Angelinos. The goal of the program is to reduce the health burden of oral disease, especially among vulnerable populations, through collaborative partnerships that improve awareness about health habits, increase access to dental care services, advance evidence-based policies and encourage best practices. Currently, the Oral Health Program consists of four Dentists, including the Director of Oral Health Program, an Epidemiologist, a Health Program Analyst, a Senior Health Educator, an Administrative Assistant and a Senior Typist Clerk working together to meet the objectives as outlined in the Community Oral Health Improvement Plan (COHIP) and per Prop 56 fundingThe Oral Health Program (OHP) oversees the planning, coordinating, and implementing of public and oral health projects, activities and interventions that prevent oral cavity and dental related diseases in the residents in Los Angeles County. OHP interns and volunteers' assignments may include, but not be limited to the following: reviewing and developing oral health literature and curricula, and PowerPoint slide decks; analyzing data and generating reports from the Customer Satisfaction Survey; attending the Community Oral Health Improvement Plan (COHIP) meetings and working with community partners on key oral health objectives and strategies as outlined in the COHIP. Internship/volunteer opportunities with OHP may be seasonal, please inquire within by sending an email to Erika Gist at egist@ph.lacounty.gov. The OHP is one of the 40+ programs in the Department of Public Health and serves under the Division of Medical and Dental Affairs within the Bureau of Disease Control. The program strives to reduce disparities in oral health, while improving overall health status in Angelinos. The goal of the program is to reduce the health burden of oral disease, especially among vulnerable populations, through collaborative partnerships that improve awareness about health habits, increase access to dental care services, advance evidence-based policies and encourage best practices. Currently, the Oral Health Program consists of four Dentists, including the Director of Oral Health Program, an Epidemiologist, a Health Program Analyst, a Senior Health Educator, an Administrative Assistant and a Senior Typist Clerk working together to meet the objectives as outlined in the Community Oral Health Improvement Plan (COHIP) and per Prop 56 funding	Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education or Community Health Education at minimum, or in a dental health program. At least one program planning; and at least one health behavior theory or communications course preferred.	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.	**Public Health** 3530 Wilshire Blvd. Suite 1010, Los Angeles, CA 90010
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: • Designing 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 carious ARDI workgroups		Webpage Design, Graphic Design, Adobe, Photoshop, Illustrator, XD & InDesign	**Telework**
1238	Biological Resources Program Support	Assist the Department of Regional Planning Environmental Planning and Sustainability Section implement the Department's Biological Resources Program, through assistance with the review of biological maps and reports, developing biological review resources, and open space mapping. Specifically, the intern would assist with further developing and implementation of open space, natural resources, and wildlife corridor preservation; wildland-urban interface development review; and biodiversity preservation to promote high quality living environments for all.	Currently studying Biological Sciences, Natural Resources, Environmental Sciences, or a related field; or has a biologically related undergraduate degree and is studying Sustainability, Environmental Studies, Urban Planning, Natural Resource Management, or a closely related field.	The following is preferred: Knowledgeable and understanding of local flora, fauna, and geographically diverse habitats. Previous field work in Los Angeles County gathering biological resources information. Previously created and/or reviewed biological reports and maps. A basic understanding of land use concepts, land conservation strategies, function of wildlife corridors, natural resource preservation, and spatial analysis of these concepts. Experience with GIS software and ability to manipulate GIS layers. Ability to communicate effectively, both orally and in writing. Self-starter and independent worker which demonstrates high productivity and follow-through. Strong computer skills: Microsoft Office (Word, Excel, Outlook, PowerPoint), GIS Software, WordPress and/or other social media platforms	**Telework**

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
1239	Chief Sustainability Office OurCounty Internship-A	The LA County Chief Sustainability Office (CSO) is seeking interns who are creative, motivated, and enthusiastic about regional sustainability to support the development of several key projects related to the County's recently adopted OurCounty sustainability plan, the nation's most ambitious regional sustainability plan. The plan drives County action and serves as a template for local governments within the County as they develop their own targets, goals, data, and strategies for sustainability issues. In addition to spearheading projects, interns may assist CSO staff with additional projects and tasks, write blog posts to be published on the CSO website, contribute to CSO social media engagement, and attend sustainability-related meetings and events. Data/Indicators Management (Project #A) Project background: In support of the OurCounty sustainability plan, the CSO collected a wide range of publicly available sustainability indicator data that describes baseline conditions in Los Angeles County. We have created a comprehensive indicator analysis showing how these data were collected to allow for their ongoing collection and maintenance. Scope of assignment: CSO seeks an intern with strong organizational and data management skills to perform an update to the OurCounty data portal using the indicator analysis as a roadmap. In addition to updating the data portal, the intern will create a spreadsheet or other tool to streamline future updates to the data portal, for instance by summarizing metadata such as frequency of updates and sources of data, developing algorithms for processing and analyzing the datasets, or automating data gathering and updates. Further, the intern will identify one or more indicators of interest that illustrate the state of progress towards OurCounty goals, analyze the available data, and produce a deliverable such as a report, presentation, or infographic to communicate the findings for the selected indicator(s). Specific tasks may include: •Reviewing federal, state, and local agency websites where the primary data are posted •Conducting communications with external data managers •Updating data in open data portal with the most current available data sets •Documenting the critical information for use by the CSO data manager •Creating a deliverable such as a report, presentation, or infographic analyzing progress on one or more indicators of interest •Organizing and managing existing data in open data portal to improve experience for individual users, such as through data tagging •Organizing and managing existing data in open data portal to improve experience for cities that wish to access their data, such as by developing city-specific data packages Project Deliverable: Updated data portal, data/indicators calendar, and indicator analysis deliverable Reporting Project Management (Project #A) Project background: The CSO is committed to transparency and accountability in the implementation of the OurCounty sustainability plan. Each year, the CSO engages stakeholders and County departments to update a list of near-term priority actions from the OurCounty plan and to report on progress the County has made on priority actions. This year, the CSO is planning to create a combined priorities and progress report to share with stakeholders and submit to the Board of Supervisors. Scope of assignment: CSO seeks an intern with strong writing skills and project management experience to assist CSO staff with creating the combined priorities and progress report. Specific tasks may include: •Coordinating with County departments on inputs for the combined report •Supporting stakeholder engagement efforts, including helping to implement stakeholder meetings, events, and public comment process •Organizing and analyzing County department input and stakeholder feedback •Writing draft language and providing input on layout and graphic design for the combined report •Helping to finalize the draft report, including incorporating Department feedback on the draft final Project Deliverable: Variable, including but not limited to summaries of Department feedback, stakeholder engagement materials, and draft progress report language Project Deliverable: Variable, including but not limited to staff briefing memos, meeting minutes, research summaries, and presentations	Education or other background or experience relevant to the proposed project descriptions, including but not limited to: policy development and analysis, urban and regional planning, data management, environmental law, environmental engineering, environmental health sciences, and urban or interdisciplinary sustainability. This internship may be filled by an undergraduate student, graduate student, or early career professional with relevant background or experience.	Interested candidates should possess the following skills and qualities: •Good understanding of and interest in sustainability, especially in the local government and/or regional context •Basic research and organizational skills •Effective oral and written communication skills •Ability to generate and assess solutions to complex problems •Ability to take initiative and self-motivate •Ability to work effectively both independently and in team settings •Ability to think analytically and resourcefully	**Telework**
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: •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	**Telework**
1243	Reimagining Bus Benches in Underserved Neighborhoods	The streets of Los Angeles are often hot, unfriendly, concrete places. Riders often have to linger uncomfortably under the blistering sun, hoping to hide under the shade of a nearby tree or building, but most often, they have to settle for a sliver of shade from a skinny street pole. Los Angeles County needs better shade solutions installed on all of its current bus stops. Currently, the design, installation, and maintenance of these bus benches are paid for through advertising sharing arrangements with outdoor ad companies. Unfortunately, this type of agreement doesn't always translate to what's best for transit riders, resulting in the disproportionate location of shelters in higher-income neighborhoods with more disposable income over more transit-dependent lower-income neighborhoods. The goal of this project is to develop a less expensive and aesthetic stop that allows for climate comfort and, at the same time, find a solution that will reduce L.A. County's dependency on the current advertising model. Reimagining Bus Benches will serve as a roadmap for the development of new transit stops in Los Angeles County, in the areas of greatest need beginning in the 1st District, covering diverse communities that stretch from downtown L.A. all the way to Pomona and from Eagle Rock to South Gate. This project will also represent the culmination of joint efforts made by 1st District Supervisor Hilda Solis, the Citizens' Economy & Efficiency Commission, various Colleges, and County staff to confirm community priorities and develop a strategic approach for transit stops in Los Angeles County. This comprehensive analysis is known as "Reimagining Bus Benches" and will provide an opportunity to reevaluate the existing services.	An affinity for research is highly desirable. At least 1-2 business, architectural, public policy, or political science related course is required.	We are looking for a self-motivated student to conduct preliminary research, including visiting the library, scouring the internet and other electronic databases, reviewing scholarly journals for background study.	**Executive Office of the Board of Supervisors** Hall of Administration 500 W. Temple Street Los Angeles, CA 90012
1244	Launch Summer Programs	Assist DPR's Public Information Office in developing social media content, flyers and graphics to advertise the launch and on-going programs for the Los Angeles County Parks & Recreation Summer programs.	Experience working with Canva, comfortable with scheduling and developing social media content and graphics, copy writing for flyers and social media posts.	Good customer skills. Experience with Excel and Outlook.	**Parks & Recreation** 1000 Fremont Alhambra, CA
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