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. Strong oral and written communication skills; present solutions to problems.

Consumer Protection Counselor

Consumer Sciences/Affairs, Business Law or Parolegal Studies majors are desirable. Excellent customer service skills and interest in working with the public in consumer protection. No previous experience required.

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 Sciences/Affairs, Law, Administration of Justice, Business Law, Public Administration or Parolegal studies majors are desirable.

Small Claims Court Examiner

Explain logistics about Small Claims Court matters including, case preparation, service of process, appelate 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.

Commission for Women – Status of Women in Los Angeles County 2008-2010

FOLDER WOMEN'S ISSUES

1. Healthcare Reform and Legislation
2. Money for Minority School Districts
3. Nutrition / Physical Activity in Schools
4. Women in Lower Education
5. Healthy Family – Fight Against Child Obesity

D. ECONOMIC / GENDER EQUALITY

1. Equal Pay
2. Funding for DV Crisis Shelters & Service Providers
3. Women's Studies majors are desirable.
4. Mental Health & Homelessness
5. Food Services Unit

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 looking for interns to provide quality nutrition care to a diverse community.

Enrollment in a college that is approved by 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 to take the California State Board Exam.

The Department of Public Works

Demonstrates critical thinking and decision-making abilities in assessment, treatment planning, and evaluation; ability to combine academic training, practical experience, critical thinking, information technology, and problem-solving skills to provide quality nutrition care to a diverse community.

Jesse Mccrea

Los Angeles County Sheriff's Department

Intern must be able to use critical thinking skills when researching and evaluating Probation cases.

Probation Department

Click Here
<table>
<thead>
<tr>
<th>Project #</th>
<th>Project Title</th>
<th>Project Description</th>
<th>Possible Major</th>
<th>Critical Skills</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>528</td>
<td>Youth Identity Theft Prevention Website</td>
<td>A Youth Identity Theft Prevention Website aimed at educating young people about identity theft. Content will be set in a “classic detective” theme. Project hours are flexible.</td>
<td>Graphic Design Intern</td>
<td>Should have the ability to implement a strategic plan for graphics design and data layout. Create youth-friendly campaign brand and brand icons. Should also have the following abilities: Adobe Dreamweaver, Illustrator and Photoshop.</td>
<td>Headquarters Business Affairs 1601 W Temple St, Room B-66 Los Angeles, CA 90021</td>
</tr>
<tr>
<td>641</td>
<td>Community Health Education and Promotion - Undergraduate Intern</td>
<td>Address health disparities that arise from inequitable social, economic, and environmental conditions for residents. Interns and volunteers will assist with planning, implementing, evaluating public health programs and activities; participate in research analysis of identified public health issues; create and test health education-related materials based on community needs; conduct community outreach; and participate in internal/external committees and/or collaborations. This undergraduate intern is placed within the Community Liaison Unit of the Regional Health Office</td>
<td>Biostatistics</td>
<td>Must currently be a student in an Undergraduate Health Education or related Undergrad level program. Interested students should have good organization skills, attention to detail, ability to utilize evidence-based resources, good communication skills, deduction, excellent writing skills, and knowledge of Microsoft Word, Excel, and Publisher.</td>
<td>Department of Public Health 307 A Area Health Office 1664 S. Figueroa St, Rm 211 Los Angeles, CA 90016 or 306 B Area Health Office 1240 W. Imperial Lane, Whittier CA 90602</td>
</tr>
<tr>
<td>642</td>
<td>Community Health Education and Promotion - Graduate Level Intern</td>
<td>Address health disparities that arise from inequitable social, economic, and environmental conditions for residents. Interns and volunteers will assist with planning, implementing, and evaluating public health programs and activities; participate in research analysis of identified public health issues; create and test health education-related materials based on community needs; conduct community outreach; and participate in internal/external committees and/or collaborations. The graduate intern is placed within the Community Liaison Unit of the Regional Health Office</td>
<td>Community Health Education and Health Promotion</td>
<td>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 or evidence-based practice; and be knowledgeable of Microsoft Office software applications.</td>
<td>Department of Public Health 379 A Area Health Office 1664 S. Figueroa St, Rm 211 Los Angeles, CA 90016 or 306 A Area Health Office 1240 W. Imperial Lane, Whittier CA 90602</td>
</tr>
<tr>
<td>643</td>
<td>Women’s Health Data Projects</td>
<td>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 DHMH Women’s Health Data website. 4. Performing data analysis on existing databases with the goal of evaluating programs and providing information for future program planning.</td>
<td>Biostatistics or Epidemiology</td>
<td>Good understanding of epidemiology and/or biostatistics principles. Attention to detail. Generating or assessing solutions. Must include cover letter with resume.</td>
<td>Department of Public Health Office of Women’s Health 1600 S. Broadway Ave, Bldg A 6th Floor, Unit #125 Whittier, CA 90603</td>
</tr>
<tr>
<td>645</td>
<td>Headquarters Training Rotation</td>
<td>This project will provide the unique opportunity to work at the HACF Headquarters (being one of the largest, most diverse training offices in the county). Interns will be working with staff such as VH and with their college advisor, the interns will write a thorough 15-page proposal on their research topic and anticipated phases of work for the summer. Interns must either expand on ongoing projects or may be new work. All projects will follow literature reviews and writing. Projects may also include survey design and implementation, data analysis, report writing, educational materials development, and presentation.</td>
<td>Graphic Design Intern</td>
<td>Demonstrates critical thinking and decision making skills 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.</td>
<td>Los Angeles County Dept. of Public Health Food Services Unit 850 South Street, Room #215 Los Angeles, CA 90021</td>
</tr>
<tr>
<td>655</td>
<td>Veterinary Public Health Project for Vet Students</td>
<td>The intern will choose a topic within the intersection of human and animal health. In discussion with staff at VH and with their college advisor, the intern will write a thorough 15-page proposal on their research topic and anticipated phases of work for the summer. Work may either expand on existing projects or may be new work. All projects will follow literature reviews and writing. Projects may also include survey design and implementation, data analysis, report writing, educational materials development, and presentation.</td>
<td>Veterinary Public Health Project for Vet Students</td>
<td>Must have excellent writing skills. Interns may participate in drafting reports, brochures, web site content, and presentations. Audiences may include both the public and for public health professionals. Interns will typically generate first drafts which will be edited by the program. Interns must be willing to edit and rework work. Opportunity for the intern to present material orally to other public health professionals may be arranged.</td>
<td>Department of Public Health Veterinary Public Health Program 313 N. Figueroa St, Rm 117 Los Angeles, CA 90012</td>
</tr>
<tr>
<td>656</td>
<td>Health and Safety Assistance Interns</td>
<td>Interns 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 for use in the workplace. The unit also provides on-the-job training and safety assistance to all employees. Interns will include assisting the Safety Officer, conducting training in health and safety-related issues. Interns will also be responsible for maintaining the Health and Safety Program, conducting and reviewing facility inspection surveys to identify hazards and recommend courses of action, as well as conducting ergonomic evaluations and making recommendations.</td>
<td>Health and Safety Assistance Intern</td>
<td>The candidate should have a degree in a field related to Environmental Health. The assignment prepares students for a variety of occupations including Environmental Health Specialist, Industrial Hygienist, Safety Engineer, and Loss Control Representatives.</td>
<td>Department of Mental Health 117 S. Vermont Ave, 7th Floor Los Angeles, CA 90006</td>
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</table>
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 sought but are categorized as being most administratively/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.

Most currently be a student in a Master’s Degree accredited program of study with specialization in Public Health or equivalent. Interned students should: be proficient in Microsoft Office Suite and Adobe Acrobat; possess excellent oral and written communication skills; excellent customer service skills; and should be able to write and edit training materials, or other professional or electronic documents, clearly, concisely, and effectively. Must have a primary interest in emergency management. Additional, candidates must be well-organized, multi-taskers who 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. Helpful majors can include, but are not limited to: Public Administration/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.
Project # | Project Title | Project Description | Possible Major | Critical Skills | Location
--- | --- | --- | --- | --- | ---
5140 | Nursing Administration - Graduate Student | Under the supervision of the Associate Nursing Director, the student will provide technical assistance to nursing employees in Nursing Education and Nursing Informatics with the goal of achieving program goals. | Assists in planning, and developing evidence-based training programs aimed at increasing staff skill in evidence-based public health nursing practice and information technology. | Assistants must be able to handle multiple tasks/projects at once. | Public Health Nursing Administration 4024 No. Durfee Rd. El Monte, CA 91731
5141 | 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. | Assist in developing an active plan to implement communication model. | The student must be able to handle multiple tasks/projects at once. | Public Health Nursing Administration 4024 No. Durfee Rd. El Monte, CA 91731
5142 | 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 within the Women and Healthy-Aging series of community dialogues; developing a healthcare consumer protection campaign; and the Data Dissemination Project that trains 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 inequality gap. | Assist in developing curriculum for the communication model, as well as teaching components of the model to DPH employees. | The student must be able to handle multiple tasks/projects at once. | Public Health Nursing Administration 4024 No. Durfee Rd. El Monte, CA 91731
5143 | Pharmacy Intern | This is a 4-6 week elective clerkship for fourth level PharmD. students. | The position will be supervised and report directly to the ICAN Program Administrator that oversees these two initiatives. These include preparing the community for the substantial increase in the aging population within the Women and Healthy-Aging series of community dialogues; developing a healthcare consumer protection campaign; and the Data Dissemination Project that trains 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 inequality gap. | The position will be supervised and report directly to the ICAN Program Administrator that oversees these two initiatives. These include preparing the community for the substantial increase in the aging population within the Women and Healthy-Aging series of community dialogues; developing a healthcare consumer protection campaign; and the Data Dissemination Project that trains 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 inequality gap. | Central Health Center 513 N. Figueroa St., Room 402 Los Angeles, Ca. 90012
5144 | 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 be 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 junior level with major in Public Health Administration, Health Administration, Public Administration, Business Administration, Facility Management and/or Engineering; | At least junior level with major in Public Health Administration, Health Administration, Public Administration, Business Administration, Facility Management and/or Engineering; | Department of Public Health – Administrative Services 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022
5145 | 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 be 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 junior level with major in Public Health Administration, Health Administration, Public Administration, Supply Chain Management, and/or Logistics. | At least junior level with major in Public Health Administration, Health Administration, Public Administration, Supply Chain Management, and/or Logistics. | Department of Public Health – Administrative Services 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022
5146 | Pharmacy Council on Child Abuse and Neglect (PCAN) 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 (CAST) meeting. The position will be supervised and report directly to the ICAN Program Administrator who oversees these two initiatives. Specific duties will include, but are not limited to: preparing papers for presentation, developing, agreements of confidentiality, etc. (for the monthly CAST meetings); note taking included during the meetings, researching social network sites (e.g., 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. | College Junior or Senior; Baccalaureate Relevant fields of study would include Public Administration, Statistics, Anthropology, Psychology, Sociology, Business Administration, Medicine, Human Behavior, etc. | College Junior or Senior; Baccalaureate Relevant fields of study would include Public Administration, Statistics, Anthropology, Psychology, Sociology, Business Administration, Medicine, Human Behavior, etc. | Children and Family Services 8024 No. Durfee Rd. El Monte, CA 91731
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<tr>
<td>1012</td>
<td>Video Production Intern</td>
<td>The Intern will be assisting with editorial work to help produce and write articles, and announcements for the department website.</td>
<td>Current undergraduate or graduate level in Media/Communications, Journalism, or related majors.</td>
<td>Experience with shooting with digital video cameras, video editing software, and Adobe Premiere Pro. Ability to operate non-linear editing software.</td>
<td>Workforce Development, Aging and Community Services (WDACS) 175 West 6th Street, Los Angeles, CA 90020</td>
</tr>
<tr>
<td>1013</td>
<td>Area Agency on Aging, Needs Assessment</td>
<td>Interns will gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in the development of the AAA Plan Needs Assessment. Tasks and duties may include: conducting research on and summarizing information and data (e.g., in reading, writing, drafting, interviewing, from various sources such as internet search engines, library materials, governmental and technical reports, knowledgeable individuals) in order to obtain sufficient, valid, and reliable data for analysis and decision making purposes. Complex information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways in order to facilitate analysis. Analyze information using qualitative and/or quantitative analytical methods in order to understand and draw factual 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 highest level of success. Prepares a variety of documents (e.g., reports, business correspondence, memorandums, presentations) or formats suitable to the purpose and using relevant software programs (e.g., word processing, desktop publishing, presentations) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the 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 scheduling of conferences, consultants, outside agencies, etc., so that programs that are successfully planned, implemented, and/or evaluated. Monitors programs and processes by gathering and analyzing relevant information in order to ensure that programs are capable and viable, and that programs are proceeding as intended. Evaluates program effectiveness. To gain experience through the Los Angeles County Commission for Older Adults (LACCOA) by participating in data collection and the evaluation of the SNAP-Ed Program. Interns must have the ability to write clear, concise, approximately 3 to 5 minute videos. Interns must have the ability to analyze long hours of video to edit down to support the project(s). Places of employment: Workforce Development, Aging and Community Services (WDACS) 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010</td>
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<tr>
<td>1014</td>
<td>Liberty Nutrition Program</td>
<td>The Intern will be assisting with the evaluation of the Liberty Nutrition Program (SNAP-Ed) to determine the impact and improve the quality of the program. Interns must have the ability to research and find 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. Interns with ability to determine useful community resources and opportunities that support the project(s).</td>
<td>Current undergraduate (B.A., B.F.A.), or graduate level (M.A., M.S., Ph.D.), or other related Social Sciences.</td>
<td>Experience with shooting with digital video cameras, video editing software and Adobe Premiere Pro. Ability to operate non-linear editing software.</td>
<td>Workforce Development, Aging and Community Services (WDACS) 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010</td>
</tr>
<tr>
<td>1015</td>
<td>Supplemental Nutrition Assistance Program Education (SNAP-Ed) Program</td>
<td>Interns will 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. Interns 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. Interns with ability to determine useful community resources and opportunities that support the project(s).</td>
<td>Current undergraduate (B.A., B.F.A.), or graduate level (M.A., M.S., Ph.D.), or other related Social Sciences.</td>
<td>Experience with shooting with digital video cameras, video editing software and Adobe Premiere Pro. Ability to operate non-linear editing software.</td>
<td>Workforce Development, Aging and Community Services (WDACS) 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010</td>
</tr>
<tr>
<td>1016</td>
<td>Title V SCSEP</td>
<td>Interns will 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 (DOA) SCSEP policy for the development of AAA Title V SCSEP Program Merit and other program related documents. Interns 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. Interns with ability to determine useful community resources and opportunities that support the project(s).</td>
<td>Current undergraduate (B.A., B.F.A.), or graduate level (M.A., M.S., Ph.D.), or other related Social Sciences.</td>
<td>Experience with shooting with digital video cameras, video editing software and Adobe Premiere Pro. Ability to operate non-linear editing software.</td>
<td>Workforce Development, Aging and Community Services (WDACS) 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010</td>
</tr>
<tr>
<td>1017</td>
<td>Materials Management Intern</td>
<td>Working on 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/system internal operations and workflow within the department. Students will analyze and present problems with current policies and suggest solutions for problem solving. As a result, change and process changes are being implemented in current practice, intern will assist in project development, and program planning of support and asset inventory.</td>
<td>Current undergraduate or graduate level university student, majoring in Logistics, Management, or other related field.</td>
<td>Good writing skills and public speaking skills. Interns with ability to determine useful community resources and opportunities that support the project(s).</td>
<td>Public Health 6555 Fergson Drive, Suite 320 Commerce, CA 90022</td>
</tr>
<tr>
<td>1018</td>
<td>Internship for Women (Family/Staff) Assistant Intern</td>
<td>The Interns should have an awareness and started with an interest in a variety of careers, and a career path that involves a variety of careers, and a career path that involves a variety of careers, and a career path that involves a variety of careers. Interns must be able to provide their own transportation to and from the internship site.</td>
<td>Current undergraduate or graduate level university student, majoring in Logistics, Management, or other related field.</td>
<td>Good writing skills and public speaking skills. Interns with ability to determine useful community resources and opportunities that support the project(s).</td>
<td>Los Angeles County Commission for Women 2096 South Main St., Los Angeles, CA 90012</td>
</tr>
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</table>
Project Title: Community Environmental Risk Reduction

The Toxicology and Environmental Assessment Branch offers internship opportunities for graduate students interested in the following focus areas: environmental health and policy, environmental science, and health promotion. Depending on the focus area, activities may include: researching, analyzing, and summarizing environmental health laws, policies, and practices; providing technical support on environmental science activities; responding to community concerns about environmental health issues; quantitative and qualitative data analysis; and developing technical documents. Graduates student currently studying Environmental Health, Environmental Sciences, Toxicology, Environmental Law, or Policy or Health Promotion preferred.

- The intern should have an awareness and interest in environmental health issues.
- Depending on the focus area, desired experience includes:
  - Environmental Policy: Researching, analyzing, and summarizing environmental policies.
  - Health Promotion: Responding to community concerns about environmental health issues.
- Good skills in SAS, Stata or SPSS. Good MS Office skills in Word, Excel, Access, Powerpoint, and Visio. Ability to work with large datasets and statistical software.
- Organizational skills and attention to detail. Proficiency in data analysis and writing reports.

Location: 6001 Commerce Drive
Bobby Boly, CA 90022

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Project Title: 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 coalitions 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 PowerPoint, materials.

Most include cover letter with resume.

Location: 1000 S. Fremont Ave. Bldg. A 9th Floor, Alhambra, CA 91803

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Project Title: Dietetic Internship Program

The Los Angeles County Department of Public Health Substance Abuse Prevention and Control (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.

- The Intern will be assisting in the development of a comprehensive plan for providing housing for individuals with substance use disorders.
- The SAPC contracts with over 300 community-based organizations to provide alcohol and drug prevention, intervention, treatment and recovery services throughout Los Angeles County.
- 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.
- The Intern will work closely with the Senior Program Analyst and other SAPC staff members.
- The Intern will assist in drafting forms, policies and procedures. Assist with special projects associated with Supply Chain Management, Facilities Management, Customer Service Improvement, and other administrative matters.
- The Intern will work closely with the Senior Program Analyst and other SAPC staff members.
- The Intern will assist in drafting forms, policies and procedures. Assist with special projects associated with Supply Chain Management, Facilities Management, Customer Service Improvement, and other administrative matters.

Location: 555 Ferguson Drive, Suite 3028
Commerce, CA 90022

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Project Title: Public Health Administrative Services/Statistics Intern

1. Engages stakeholders in LAACHA.
2. Assists with planning and development of meetings and/or conferences; assists with communication strategies and communicating with partners.
3. Participates in organizing and building of the Los Angeles Alliance for Community Health and Aging (LAACHA) coalition.

Location: 555 Ferguson Drive, Suite 3028
Commerce, CA 90022

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Project Title: Emergency Planning

1. Engages stakeholders in LAACHA.
2. Assists with planning and development of meetings and/or conferences; assists with communication strategies and communicating with partners.
3. Participates in organizing and building of the Los Angeles Alliance for Community Health and Aging (LAACHA) coalition.

Location: 555 Ferguson Drive, Suite 3028
Commerce, CA 90022

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Project Title: Public Health Administrative Services

1. Engages stakeholders in LAACHA.
2. Assists with planning and development of meetings and/or conferences; assists with communication strategies and communicating with partners.
3. Participates in organizing and building of the Los Angeles Alliance for Community Health and Aging (LAACHA) coalition.

Location: 555 Ferguson Drive, Suite 3028
Commerce, CA 90022

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Project Title: Housing for Substance Use Disorder Interns

1. Engages stakeholders in LAACHA.
2. Assists with planning and development of meetings and/or conferences; assists with communication strategies and communicating with partners.
3. Participates in organizing and building of the Los Angeles Alliance for Community Health and Aging (LAACHA) coalition.

Location: 555 Ferguson Drive, Suite 3028
Commerce, CA 90022

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Project Title: Services/Statistics Intern

1. Engages stakeholders in LAACHA.
2. Assists with planning and development of meetings and/or conferences; assists with communication strategies and communicating with partners.
3. Participates in organizing and building of the Los Angeles Alliance for Community Health and Aging (LAACHA) coalition.

Location: 555 Ferguson Drive, Suite 3028
Commerce, CA 90022
**Project #** | **Project Title** | **Project Description** | **Possible Major** | **Critical Skills** | **Location**
---|---|---|---|---|---
1101 | Aging Services Intern | 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: | Under 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. Self-starter with the ability to prioritize competing projects. Must be able to communicate/develop 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 - BUDGE 3333 Wilshire Blvd, Suite 400, Los Angeles, CA 90010 |
1103 | Los Angeles County Commission for Older Adults (LACOCA) Intern | 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 (LACOCA) and to encourage and facilitate mobility management for older adults. The attached Task Sheet for LACOCA includes an overview of the program. Tools and dates may include: | 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 Analytical: 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 Blvd, Suite 400, Los Angeles, CA 90010 |
1104 | Motor Vehicle Safety/Crossing Guard Internship 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 crossings to gather data to observe and document driver and pedestrian behavior. The student will work under the supervision of the Health Educator assigned to this project. | Science, Social Science, Human Services, Criminal Justice, Health Education. | Students must have classes or major in Public Administration, Public Policy, Communications, English, Sociology, Anthropology, or any related field. | Department of Public Health 695 Vermont Ave, Los Angeles, CA 90055, 14th Floor and in the field as necessary. |
1106 | Area Agency on Aging (AAA) Newsletter Intern | 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 to older adults and individuals 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 CSSE and Department of the Aging 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 and their families. | Science, Social Science, Human Services, Criminal Justice, Health Education. | Students must have classes or major in Public Administration, Public Policy, Communications, English, Sociology, Anthropology, or any related field. | Workforce Development, Aging and Community Services - 3333 Wilshire Blvd, Suite 400, Los Angeles, CA 90010 |
1123 | Assistant Project Coordinator Intern - VIAD | The VIAP (Vital Information and Assistance Project) is an 860-700 computerized database system, which is a result of the development in 1985 of a computerized database system for the Los Angeles County Department of Aging’s Vital Information and Assistance Program. The database contains information on all vital records in the County, including vital events such as births, deaths, marriages, and divorces. The database also contains information on vital events that occur outside the County, such as events that occur in other states. The database is used to track and report vital events, and to provide information to the public about vital events. | Students must currently be enrolled in the semester the internship begins. | 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 90055, 14th Floor and in the field as necessary. |
1127 | Healthy Trees for Los Angeles County | The intern will work in the field and in the office as needed, implementing the planning and development of a video series on tree planting and care. The series will include information on the importance of trees, how to plant and care for trees, and the benefits of having trees in the community. The intern will be responsible for gathering information and developing content for the video series. | Environmental health/environment, Public Health knowledge, Built environment knowledge, Graduates | Environmental health/environment, Public Health knowledge, Built environment knowledge, Graduates | Public Health PLACE Program, 695 S. Vermont Ave., 14th Floor, Los Angeles, CA 90010 |
**Project Title**

**Project Description**

**Major Possibilities**

**Critical Skills**

**Location**

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**Project #** 1464

**Department of Medical Examiner – Coroner, Services Bureau - WDACS Graduate Practicum**

A graduate intern would work under the guidance of the Department of Medical Examiner – Coroner’s staff on various projects to help in the day-to-day operations of the department. This position will entail all aspects of the work in the office, including but not limited to:

- Conducting autopsies on deceased individuals
- Participating in the investigation of deaths
- Documenting the findings of autopsies
- Providing support to the medical examiner's assistants
- Assisting with the collection of evidence

- Must have experience in the medical field, preferably in a hospital setting
- Excellent communication skills
- Proficiency in Microsoft Office

Los Angeles County, Department of Medical Examiner – Coroner, Services Bureau - WDACS Graduate Practicum

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**Project #** 1511

**OSAACS Staff Development Intern**

As an intern, you will have the opportunity to assist OSASC in the planning, implementation, delivery, and evaluation of staff development programs and curricula. Your role will include:

- Assist in distributing training questionnaires outlining assessment instruments such as surveys, focus groups, and other information to identify proficiency and training needs.
- Assist in creating training curricula, lesson plans, presentation handouts, and similar in-class materials.
- Assist in evaluating county- and/or vendor training curricula and materials as well as observing in-class presentations.
- Participate in focus groups with community members to determine the types and extent of existing and potential needs of local residents including older adults.
- Collaborate with community partners to coordinate and report on stress levels of each position and report to Executive Management.

- Must have a Bachelor's degree in Social Science or Social Services.
- Must possess advanced working knowledge of Microsoft Word, Excel, PowerPoint and/or Mac Key/Notes.
- Excellent customer service and interpersonal skills, excellent oral articulation and presentation skills, and advanced written communication skills.

Workforce Development, Aging and Community Services (WDACS), 115 W. Saticoy St., Room 404, Los Angeles, CA 90020

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**Project #** 1514

**Healthy Food Procurement Internship**

The Los Angeles County Department of Public Health Healthy Food Procurement Unit partners key collaborators to support improvements in the nutrition quality of food and beverages offered in a range of institutions (e.g., hospitals, universities, community centers). The Healthy Food Procurement Unit offers support services to partners such as:

- Conducting food and beverage environmental assessments to develop healthful food procurement policies and procedures.
- Identifying and implementing healthful food procurement changes.
- Providing support to the food and beverage environmental assessment team.
- Developing, implementing, and evaluating healthful food procurement programs.
- Collaborating with community partners to coordinate and report on stress levels of each position and report to Executive Management.

- Must have a Bachelor's degree in Social Science or Social Services.
- Must possess advanced working knowledge of Microsoft Word, Excel, PowerPoint and/or Mac Key/Notes.
- Excellent customer service and interpersonal skills, excellent oral articulation and presentation skills, and advanced written communication skills.

Public Health, 431 N. Center St., 4th Floor, Los Angeles, CA 90020

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**Project #** 1515

**Community and Cenects, Needs Assessment**

As an intern, you will assist Osacs in the planning, implementation, delivery, and evaluation of department-wide training programs and curricula. Your role will include:

- Assist in developing training needs assessments utilizing assessment instruments such as surveys, focus groups, and other information to identify proficiency and training needs.
- Assist in creating training curricula, lesson plans, presentation handouts, and similar in-class materials.
- Assist in evaluating county- and/or vendor training curricula and materials as well as observing in-class presentations.
- Participate in focus groups with community members to determine the types and extent of existing and potential needs of local residents including older adults.
- Collaborate with community partners to coordinate and report on stress levels of each position and report to Executive Management.

- Must have a Bachelor's degree in Social Science or Social Services.
- Must possess advanced working knowledge of Microsoft Word, Excel, PowerPoint and/or Mac Key/Notes.
- Excellent customer service and interpersonal skills, excellent oral articulation and presentation skills, and advanced written communication skills.

Workforce Development, Aging and Community Services (WDACS), 115 W. Saticoy St., Room 404, Los Angeles, CA 90020

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**Project #** 1516

**DOEACS Staff Development Intern**

As an intern, you will have the opportunity to assist OSASC in the planning, implementation, delivery, and evaluation of staff development programs and curricula. Your role will include:

- Assist in developing training needs assessments utilizing assessment instruments such as surveys, focus groups, and other information to identify proficiency and training needs.
- Assist in creating training curricula, lesson plans, presentation handouts, and similar in-class materials.
- Assist in evaluating county- and/or vendor training curricula and materials as well as observing in-class presentations.
- Participate in focus groups with community members to determine the types and extent of existing and potential needs of local residents including older adults.
- Collaborate with community partners to coordinate and report on stress levels of each position and report to Executive Management.

- Must have a Bachelor's degree in Social Science or Social Services.
- Must possess advanced working knowledge of Microsoft Word, Excel, PowerPoint and/or Mac Key/Notes.
- Excellent customer service and interpersonal skills, excellent oral articulation and presentation skills, and advanced written communication skills.

Workforce Development, Aging and Community Services (WDACS), 115 W. Saticoy St., Room 404, Los Angeles, CA 90020
Project Title: Step by Step Los Angeles County - Community Health Education & Health Promotion

**Possible Majors:**
- Public Health
- Health Education
- Communication
- Urban Planning
- Sociology
- Other related degrees.

**Critical Skills:**
- Experience in Microsoft Office software applications.
- Experience using Adobe Illustrator, Microsoft Office, and Web design tools.
- Project management skills.
- Experience with capturing video and audio for podcasts or video blogs.
- Communication/technical writing/information design, administration, project management, education, marketing, database development.

**Public Health**
- 854 W. Manchester Avenue, Suite 144
- Los Angeles, CA 90007

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Project Title: Community Health Education & Health Promotion Service Planning Area's (SPA) 3 & 4

**Possible Majors:**
- Public Health
- Health Education
- Communications
- Urban Planning
- Sociology
- Other related degrees.

**Critical Skills:**
- Experience in Microsoft Office software applications.
- Experience with Adobe Illustrator, Microsoft Office, and Web design tools.
- Project management skills.
- Experience with capturing video and audio for podcasts or video blogs.
- Communication/technical writing/information design, administration, project management, education, marketing, database development.

**Public Health**
- 854 W. Manchester Avenue, Suite 144
- Los Angeles, CA 90007

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Project Title: Assistant Project Coordinator - QM&O

**Possible Majors:**
- Public Health
- Health Education
- Communications
- Urban Planning
- Sociology
- Other related degrees.

**Critical Skills:**
- Experience in Microsoft Office software applications.
- Experience with Adobe Illustrator, Microsoft Office, and Web design tools.
- Project management skills.
- Experience with capturing video and audio for podcasts or video blogs.
- Communication/technical writing/information design, administration, project management, education, marketing, database development.

**Department of Health Services**
- Training and Organizational Development
- 5555 Ferguson Drive
- Commerce, CA 90022

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Project Title: Communications & Program Evaluation Intern

**Possible Majors:**
- Public Administration
- Public Policy
- Communications
- Urban Planning
- Sociology
- Other related degrees.

**Critical Skills:**
- Experience in Microsoft Office software applications.
- Proficient writing and analytical skills are highly desired.
- Research experience and public speaking skills also desired.

**Chaffee Courthouse**
- Genevelyn Hall Court Administrator
- U.S. District Court - 5th Floor
- Los Angeles, CA 90012
The Construction Management section plays a critical role in ensuring public safety.

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

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

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

**Critical Skills**
- Ability to work with little supervision on tasks assigned by the Capital Projects Group.
- Excellent customer service and community engagement skills required. Ability to assist with public meetings and workshops.

**Location**
- Probation Department Headquarters
- 1000 Imperial Highway
- Downey, CA 90242
**Project Title**
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, and injury data to identify trends and prevent re-occurrence. RC currently does not have an efficient way to track the corrective actions required or work sites time to mitigate injuries and illnesses in the workplace.

The purpose of the project is developing a Facility Inspection application to:
- Automate facility inspection process.
- Improve hazard evaluations and data analysis.
- User geographic information system services to visually represent hazards 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.

**Possible Major**
Ability to provide visual data 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.

**Critical Skills**
Landscape Architecture

**Location**
Parks and Recreation
1000 South Fremont Avenue
Altadena, CA 91004

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**Project Title**
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 in an efficient way to track the corrective actions required or work sites time to mitigate injuries and illnesses in the workplace.

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 applications
- Basic knowledge of geographic information services integration

**Possible Major**
Marketing, Public Relations, Communications, Business Administration, or related field

**Critical Skills**
Supporting, 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 other social platforms.

**Location**
Registrar-Recorder/County Clerk
1655 Ferguson Drive
Concord, CA 94520

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**Project Title**
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 applications
- Basic knowledge of geographic information services integration

**Possible Major**
Marketing, Public Relations, Communications, Business Administration, or related field

**Critical Skills**
Supporting, 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 other social platforms.

**Location**
Registrar-Recorder/County Clerk
1655 Ferguson Drive
Concord, CA 94520
Project # | Project Title | Project Description | Possible Major | Critical Skills | Location
--- | --- | --- | --- | --- | ---
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/associate will: 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 subdivision settings. Manage scheduling and room upload. Manage remote communications. Manage weekly timecards creation and approvals. Provide technical support as needed to department users. Provide departmental training sessions as needed. Create weekly reports for human resources and IT manage. | Gained must have a concentration in Computer Information Systems (CIS), Computer Science, or closely related concentration. | Registrar-Recorder/County Clerk | 2400 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 interns/associate 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 of compliance, based on NIST Framework and Operating System. Asset types. Meet with system owners to review compliance report. Set timeline for compliance. Send reports through scan that recommendations for compliance were implemented. Create an e-scan scheduler that will generate a report to identify service owners out of compliance. Document process and report to DISO/CO/Chief Deputy. Post to RR/CC document repository. | Gained must have a concentration in Computer Information Systems (CIS), Computer Science, or closely related concentration. | Registrar-Recorder/County Clerk | 2400 Imperial Hwy., Norwalk, CA 90650
1226 | Agricultural Commodity/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发觉 and will accommodate phone, tablet, 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. | Currently, or previously enrolled in a graduate program for Urban/Regional Planning or related. | Telwork | Telwork
1227 | Green Zones Program and Metro Area Plan (MAP) | Tasks will include, but are not limited to, the following: Research and organize existing departmental records (permits of existing businesses). Intern may help with laying out and updating the Green Zones Implementation Guide. This may include identifying photos for use within the Guide, producing graphics, and helping organize content. Assist with community outreach and social media needs for both projects. Assist with organizing community meetings. Online community meetings will require an intern to help admit participants into Zoom meetings as well as to take notes and monitor questions. In-person meetings may require help setting up and taking notes. Prepare social media posts to advertise projects. Draft text and prepare infographics to engage the public. Assist with GIS mapping or quality checking. | MSA Insight writing and public speaking skills. Graphic design, web design, video editing, and/or social media skills. Motivated. Bilingual English/Spanish is a plus but not required. | Telwork | Telwork
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 websites and social media platforms. | Communication writing and public speaking skills. Graphic design, web design, video and/or social media skills. Motivated. Bilingual English/Spanish is a plus but not required. | Telwork | Telwork
1320 | 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 computer and laptops. Soft skills required are good communication skills, flexibility, patience and problem solving. | Consumer & Business Affairs | 1100 West Temple Street, Room 8-56, Los Angeles, CA 90012
**Project # | Project Title | Project Description | Possible Major | Critical Skills | Location**

2231 | Office of Small Business | The Office of Small Business (OSB) operates as the County’s designated Small Business Advocate leading efforts on sustainable economic development initiatives aimed at supporting our local and diverse business community. As such, the OSB conducts entrepreneurship and business 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 continuity. 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 County Manager’s Office of Small Business (OSB). 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 toolkits and licenses for businesses. - Updating existing contact information (language) - Developing business related content - Workshops - Inducing business needs assessments - Research, training and supporting call center agents assigned to the Disaster Help Center Call Center - FTAC/Certifications Duties - Determining eligibility, processing and troubleshooting applications for the County’s various programs by reviewing and analyzing financial documents such as tax returns, stock certificates, business licenses, and articles of incorporation, external databases and external websites. - Assisting vendors to request supporting documents such as mission statements, nonprofit status and metrics for the Social Enterprise. - Analyzing public documents to verify and determine if the vendor meets the qualifications of a Social Enterprise. - Assessing subject matter related to government contracting and developing collateral material for public education. **PTAC/Certifications Duties:** - Conducting business needs assessments - Developing collateral material for public education. **Research and Training:** - Collecting, processing and analyzing data - Conducting a crosswalk of existing data reports/sources and concurrent studies and research. **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:** - Researching subject matter related to government contracting and developing collateral material for public education. **Webwork**

2232 | Violence Prevention | The Los Angeles County Department of Public Health, Sinai Health Program will be working with dental school interns to provide temporarypartial dentures to clients experiencing homelessness at mobile shower sites (e.g., Lava Mae) in Los Angeles County in addition to providing them with dental health education and resources. The purpose is to bring the dental services to the population that is experiencing homelessness, where they are, instead of having them go to dental clinics. The temporary partial will only replace missing upper anterior teeth to improve esthetics and possibly phonetics. Dental students will fabricate and deliver the temporary partial dentures to the clients at the site. Dental students must wear the supervision of a faculty dentist. Dental student who have knowledge of dental anatomy and some clinical dental experience. Must have the approval from a dental faculty. **Weingart East LA VNCFA**

2233 | Temporary Dentures for People Experiencing Homelessness | The Los Angeles County Department of Public Health, Sinai Health Program will be working with dental school interns to provide temporarypartial dentures to clients experiencing homelessness at mobile shower sites (e.g., Lava Mae) in Los Angeles County in addition to providing them with dental health education and resources. The purpose is to bring the dental services to the population that is experiencing homelessness, where they are, instead of having them go to dental clinics. The temporary partial will only replace missing upper anterior teeth to improve esthetics and possibly phonetics. Dental students will fabricate and deliver the temporary partial dentures to the clients at the site. Dental students must wear the supervision of a faculty dentist. Dental student who have knowledge of dental anatomy and some clinical dental experience. Must have the approval from a dental faculty. **Weingart East LA VNCFA**

2234 | Ant-Racism Diversity and Inclusion | 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:** - Researching subject matter related to government contracting and developing collateral material for public education. **Webwork**

2235 | Biological Resource Program Support | Assist the Department of Regional Planning, Environmental Planning and Sustainability Section implement the Department’s Biological Resource Program, through assistance with the review of Biological maps and reports, developing biological resource matrices, and open space mapping. Specifically, the intern will 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 Botany, Natural Resources, Environmental Sciences, or a related field; or has a biology related undergraduate degree and is studying sustainable, 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. **Webwork**

2236 | Research and Training | Provide research and GIS analysis services for the County’s Antiracist Diversity and Inclusion (ARDI) initiatives for the purposes of supporting the production of reports with 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. - Depositing, processing and analyzing data. - Conducting a landuse analysis of the conditions for persons living in Los Angeles County. - Inducing a crosswalk of existing data reports/sources and concurrent studies and research. - Mapping identity performance indicators and outcomes, including baseline of current state for LA County. - Developing geospatial mapping of relevant indicators. - Developing descriptive data analysis that reflects trends. - Summarizing comprehensive analysis ofwhat 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. - Developing and identifying best practices for eliminating implicit and structural 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. - Conducting 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, as well as translation. - Collaborate with carious ARDI workgroups - Create an ARDI logo. - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops. - Conduct 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. - Developing and identifying best practices for eliminating implicit and structural 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. - Conducting 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, as well as translation. - Collaborate with carious ARDI workgroups - Create an ARDI logo. - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops - Develop business related content / workshops. **Research Methods, GIS, Quantitative and Descriptive Data Analysis, Applied Statistics, Behavioral and Social Sciences**

2237 | Church Supreme Programs | Assist ARDI Public Information Officers 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. **Webwork**

2238 | Consumer & Business Affairs | Due to current Health Offical Orders work is currently conducted virtually. However, should 2021 intern calls to do so, work will be conducted either at the East Los Angeles Entrepreneurial Center located at 9130 East Cesar E. Chavez Avenue Los Angeles, CA 90022 and/or downtown Los Angeles headquarters at 222 North Hill Street Los Angeles CA 90012.
1243  LA County Health Commission-Social Policy Intern

Social Policy, Public Policy, Child Welfare Policy, Juvenile Justice, Master and Mass: Experience or interest in program development, strategy and navigating complex systems is a plus.

Healthcare services, programs, and functions

1244  Institutional Review Board (IRB)

Institutional Review Board (IRB), housed in the Department of Public Health (DPH)/Chief Science Office, serves an as independent oversight board abiding by 45 CFR 46. The Federal Policy for the Protection of Human Subjects (the “Common Rule”). The IRB ensures the ethical treatment of patients of research and related activities such as research, evaluation, surveillance, and all data gathering activities involving DPH. Department of Health Services (DHSS) Health Services Administration and DHH Ambulatory Care Center patients, clients, or staff. In addition to overseeing ethical conduct of research and related activities, the IRB promotes equity of study recruitment, ethical conduct, and rigorous and appropriate methodology. More information can be found at: http://publichealth.lacounty.gov/IRB/. IRB ensure the safety of the research activities and all research subjects. The research activities are critical in helping to advance patient health. The IRB is required to protect the safety, rights, and welfare of all research participants. The IRB must review all research activities, including all protocols for human research, before the study may begin. The IRB will also review any changes to the research activities, including changes to protocols or subjects, before the study may continue. The IRB will also conduct continuing reviews of the research activities after the study has begun. The IRB will also conduct continuing reviews of the research activities after the study has begun. The IRB will also conduct continuing reviews of the research activities after the study has begun.

1251  Health Education And Health Promotion To Underserved Communities

Objective to increase use of healthcare facilities/treatment among adults by creating a pamphlet, newsletter, or flyers. Project duties include assessing public health education needs of the target population, planning, implementing, and evaluating public health education interventions; assessing, developing, and testing health-related materials and messages.

Health education and health promotion to underserved communities is a plus. Experience in public health, health education, community health, or a related field is preferred. Strong communication skills, including writing and speaking, are essential. Knowledge of health disparities and experience working with underserved populations is preferred. This is a full-time, paid position.

1252  Division of HIV and STD Programs (DHIVSP) – Planning, Development, and Research

Seeking a graduate level public health intern to assist with program evaluation of clinical programs tied to Los Angeles County’s Ending the HIV Epidemic Initiative. Intern duties may vary depending upon the topic and program needs and can include data clearing, assistance with development of data dictionary and data protocol for HIV testing services (HTS), completing data entry and managing datasets, conducting literature reviews, performing various data analyses, including analysis on health district residence and HIV services/testing access for HTS and Ryan White (RW) services, and assisting with a range of program development and monitoring and evaluation activities.

Experience in program evaluation, data analysis, and data management is a plus. Strong interpersonal skills, including the ability to work independently and as part of a team, are also important.

1253  Probation Oversight Commission (POC)

The Los Angeles County Probation Oversight Commission (POC) is a civilian oversight body that advises the Probation Department and the Board of Supervisors and monitors the Probation Department's progress on systemic reform. The first body of its kind in the nation, the Board of Supervisors voted to implement the Probation Oversight Commission in 2020 as a result of the dedicated work and recommendations of the Probation Reform Implementation Team (PRIT). The POC is led by an Executive Director (ED), who leads a team of staff who work on priorities, grants, and efforts that support the work of the Commission. Specifically, the work is undertaken in social justice and focuses on community outreach and engagement with youth and adults directly impacted by system involvement (primarily, Probation) and/or incarceration as well as collaboration between the Probation Department and other County agency leaders and stakeholders. Specific learning and professional opportunities may include: (1) Reviewing policies, best practices, programs and services related to youth or adults in custody; (2) Engaging with community-based organizations, advocates and formally incarcerated persons to obtain feedback on system barriers and suggest ways to remove them; (3) Contribute to report writing or communication of internal, State, and multi-agency initiatives; (4) Participate in data collection, compiling reports and reporting outcomes; (5) Engage in public meetings related to the POC; Board of Supervisors or other County Commissions; (6) Provide in-service training or discussions related to social work, human development, impact of trauma and community resources.

Experience in social work, social justice, or related field is preferred. Strong interpersonal skills, including the ability to work independently and as part of a team, are also important.

1254  Communications/Marketing Intern

Funded in 2020, the Youth Commission was established to assist the Board of Supervisors in leading transformative change in LA County’s youth facing departments, programs, and services. The mission of the Commission is to ensure that every young person in LA County has opportunities to reach their full potential and has the tools they need to achieve success. The Commission is comprised of 15 members: all 18-26 years old with lived experience in the child welfare and juvenile justice systems. This is the first Commission of its kind in Los Angeles County and comes at an important time in developing its mission and policy goals. We are seeking 1-2 communications/marketing interns with a background in internal and media relations. Interns will work closely with the Executive Director and Youth Commission staff in developing, writing, editing, and laying out social media and marketing strategies and projects.

Interns should have some familiarity/knowledge of experience with the Probation Department, law enforcement or child welfare. Strong language proficiency preferred, but not required. Some travel to juvenile facilities (jumps, halls) for orientation purposes.

1255  Van Debrukk Driving Program

This student will work within the Van Debrukk Driving Program which is a driving school that offers a variety of driving courses to individuals who have been involved in traffic accidents or are seeking to improve their driving skills. The student will be responsible for ensuring that the driving courses are conducted in a safe and effective manner. The student will also be responsible for maintaining accurate records and reports related to the driving courses. The student will work closely with the Van Debrukk Driving Program staff to develop and implement new driving courses.

Candidates must currently be a student in a Master’s degree accredited program of study in Public Health. Candidates must have strong writing skills, competency with SAL and preferably have some program evaluation experience.

1256  Consumer & Business Affairs

Five new positions: Telework or 600 S. Commonwealth Ave., Los Angeles, CA 90005

Caltech Alumni

1257  Health Facilities Inspection Division Intern

Health facilities inspection division is responsible for ensuring that healthcare facilities are in compliance with state and federal laws. The intern will be responsible for conducting inspections of healthcare facilities, reviewing inspection reports, and preparing reports for the supervisor. The intern will also be responsible for providing assistance to the supervisor in the preparation of reports for the Board of Supervisors.

Candidates must possess strong writing skills and organizational skills. Candidates must have previous experience in inspection or public health. Candidates must be able to work independently and with a team. Competency with Microsoft Office software is highly recommended.

1258  Heart & Stroke Interns

The heart and stroke intern will support the Heart and Stroke Division of the American Heart Association. The intern will assist the Heart and Stroke Division in conducting education and outreach activities related to heart and stroke prevention. The intern will also assist in the development and implementation of educational programs and materials. The intern will work closely with the Heart and Stroke Division staff to ensure that all activities are conducted in a safe and effective manner.

Candidates must possess strong writing skills, competency with SAL and preferably have some program evaluation experience.

1259  Center for Financial Empowerment – Communications & Graphic Design

The Center for Financial Empowerment is a non-profit organization that works to support the financial well-being of low-income families. The intern will assist the Center for Financial Empowerment in conducting research and preparing reports related to financial empowerment. The intern will also assist in the development and implementation of educational programs and materials. The intern will work closely with the Center for Financial Empowerment staff to ensure that all activities are conducted in a safe and effective manner.

Candidates must possess strong writing skills, competency with SAL and preferably have some program evaluation experience.
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<tr>
<th>Project #</th>
<th>Project Title</th>
<th>Project Description</th>
<th>Possible Major</th>
<th>Critical Skills</th>
<th>Location</th>
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<tbody>
<tr>
<td>1246</td>
<td>Center for Financial Empowerment – Project Research &amp; Evaluation</td>
<td>The Center for Financial Empowerment (CFE) offers an Intern who can design and conduct research projects for the CFE’s Financial Literacy Certification Program and America’s Rescue Plan (ARP) projects and initiatives, as needed.</td>
<td>Financial Coach</td>
<td>Consumer &amp; Business Affairs</td>
<td>Venice</td>
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<tr>
<td>1252</td>
<td>rolley work 2.0</td>
<td>Businesses are reimagining offices as the COVID pandemic wanes. A flexible model that allows employees to work from home part of the time appears to be emerging among many businesses. While many research organizations have conducted studies to help private-sector firms return to work safely, limited research exists in the government sector. To close this knowledge gap, the Economy and Efficiency Commission has conducted an empirical research study using an embedded mixed-method design to build on the success of teleworking to improve customer and employee experience. The findings and analysis resulted in a theoretical model of best management practices that may be used to improve County services, hedge against future disruptive catastrophes, and contribute to the epidemiology of teleworking staged in empirical research.</td>
<td>Human Resources</td>
<td>Board of Supervisors Executive Office</td>
<td>El Monte, CA 91731</td>
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<td>1253</td>
<td>Access Video Arraignment Process</td>
<td>The original report considered how video technology has been used successfully nationwide by several jurisdictions outside of Los Angeles County as an effective alternative to the transportation of prisoners to court for arraignment. As a result of this study, the initial study recommends that the criminal justice system in Los Angeles County undertake a pilot project to validate the cost-effectiveness of a virtual system. The pandemic has accelerated the adoption of video arraignment and a virtual process was quickly put together based on the report’s recommendations. The Commission will be conducting a follow-up report to identify the strengths and weaknesses of the study’s recommendations and make suggestions for further adaptations of best practices.</td>
<td>Technology</td>
<td>Board of Supervisors Executive Office</td>
<td>9320 S. Telstar Ave.</td>
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<tr>
<td>1249</td>
<td>Public Health Services</td>
<td>Students selected for this internship opportunity will write protocols and summarize data collected in the LACDPH Outbreak Management and Vaccine Branches. This opportunity will also include an introduction to tools used in COVID-19 field surveillance, such as creating epi curves and flow lines. Interns must have strong written skills and experience using coded intake forms, codebooks, and SAS statistical software.</td>
<td>Public Health</td>
<td>Public Health</td>
<td>500 W. Temple St, Los Angeles, CA 90012</td>
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<td>1265</td>
<td>Racial Equity Academic Intern</td>
<td>The DMEC internship program seeks to provide undergraduate college students with hands-on experience and understanding in the medicolegal death investigation industry. The Commission will interview targeted stakeholders regarding the implementation of the Video Arraignment process, its impacts on the justice system, and make recommendations for further improvement.</td>
<td>Business Administration, Medicine, Human Behavior, Public Health, Sociology, Psychology, Cultural Studies, Relevant fields of study include Public Administration, Anthropology, Statistics and related fields.</td>
<td>Chief Executive Office</td>
<td>104 North Aliso Road</td>
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<tr>
<td>1266</td>
<td>Medical Examiner-Coroner Internship Program</td>
<td>Students selected for this internship opportunity will write protocols and summarize data collected in the LACDPH Outbreak Management and Vaccine Branches. This internship will also include an introduction to tools used in COVID-19 field surveillance, such as creating epi curves and flow lines. Interns must have strong written skills and experience using coded intake forms, codebooks, and SAS statistical software.</td>
<td>Public Health</td>
<td>Public Health</td>
<td>500 W. Temple St, Los Angeles, CA 90012</td>
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<td>1267</td>
<td>COVID-19 Surveillance and Outbreak Investigation in the Los Angeles County Department of Public Health</td>
<td>Students selected for this internship opportunity will write protocols and summarize data collected in the LACDPH Outbreak Management and Vaccine Branches. This internship will also include an introduction to tools used in COVID-19 field surveillance, such as creating epi curves and flow lines. Interns must have strong written skills and experience using coded intake forms, codebooks, and SAS statistical software.</td>
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<td>1268</td>
<td>ISRI Internship</td>
<td>Children’s Medical Services provides preventive screening, diagnostic, treatment, rehabilitation, and follow-up services to meet the specific health care needs of children and youth with special health care needs and provides related resources. We are seeking a Mediator of Social Work Intern to perform multi-level practice work: individual, group, and systemic interventions. Intern will apply multiple treatment models and social work theory/frameworks to gain perspective and insight on patient/family dynamics. Intern will get experience with assessment, diagnosis, treatment, planning, intervention, outcomes evaluation, and termination. Apply social work practice to multicultural populations. Interns will work on advisory, resource referral, community needs assessment, evaluation, and documentation. Internship program will promote macro skill development such as advocacy, evaluation, fundraising, and development, grant writing, and program development.</td>
<td>Social Work</td>
<td>Public Health</td>
<td>820 S. Telstar Ave.</td>
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<td>1270</td>
<td>Family-Friendly Program - Human Services</td>
<td>Students selected for this internship opportunity will write protocols and summarize data collected in the LACDPH Outbreak Management and Vaccine Branches. This internship will also include an introduction to tools used in COVID-19 field surveillance, such as creating epi curves and flow lines. Interns must have strong written skills and experience using coded intake forms, codebooks, and SAS statistical software.</td>
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<td>Public Health</td>
<td>500 W. Temple St, Los Angeles, CA 90012</td>
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<td>1731</td>
<td>Public Health Reaccreditation Internship</td>
<td>This intern will support lead poisoning prevention materials management, which will include processing orders for health care providers and community partners, determining if materials need translation, developing materials as needed, and tracking materials distributed. Tasks may include data entry, administration, virtual presentations, assembling materials for outreach events, and answering phone calls. Special projects in public health program planning, implementing, monitoring, and evaluation may also be explored, including updating curricula, developing campaign materials, and analyzing activity results.</td>
<td>Health Education, Health Administration, Public Health, etc.</td>
<td>Prior Work Experience: Highly desired—one or more years of working in a health or non-profit organization, government, healthcare setting or community service-based organization in a role that required coordinating a project or program and/or interacting with a team and general public. Prior work experience could be a combination of paid employment, volunteer work and/or other internship experiences. Academic or professional experience in data assessment, research, community engagement and/or grants management is preferred but not required. Other Knowledge, Skills, and Abilities: Strong interpersonal, organizational, interpersonal, and public speaking skills; an openness to learn and grow; virtual platform experience; experience with Microsoft products including Word, Excel, Outlook, PowerPoint; graphic design programs (e.g., Publisher, Canva); strong knowledge of Word and Excel preferred; knowledge of social media. Additional Requirement: Access to personal laptop and internet connection in the event teleworking is necessary. Access to transportation.</td>
<td>Public Health Van Nuys</td>
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<td>1732</td>
<td>Childhood Lead Poisoning Prevention Materials Management</td>
<td>This intern will support lead poisoning prevention materials management, which will include processing orders for health care providers and community partners, determining if materials need translation, developing materials as needed, and tracking materials distributed. Tasks may include data entry, administration, virtual presentations, assembling materials for outreach events, and answering phone calls. Special projects in public health program planning, implementing, monitoring, and evaluation may also be explored, including updating curricula, developing campaign materials, and analyzing activity results.</td>
<td>Health Education, Health Administration, Public Health, etc.</td>
<td>Prior Work Experience: Highly desired—one or more years of working in a health or non-profit organization, government, healthcare setting or community service-based organization in a role that required coordinating a project or program and/or interacting with a team and general public. Prior work experience could be a combination of paid employment, volunteer work and/or other internship experiences. Academic or professional experience in data assessment, research, community engagement and/or grants management is preferred but not required. Other Knowledge, Skills, and Abilities: Strong interpersonal, organizational, interpersonal, and public speaking skills; an openness to learn and grow; virtual platform experience; experience with Microsoft products including Word, Excel, Outlook, PowerPoint; graphic design programs (e.g., Publisher, Canva); strong knowledge of Word and Excel preferred; knowledge of social media. Additional Requirement: Access to personal laptop and internet connection in the event teleworking is necessary. Access to transportation.</td>
<td>Public Health Childhood Lead Poisoning Prevention Program Health Education Unit 6555 Ferguson Drive Commerce, CA 91022</td>
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<tr>
<td>1733</td>
<td>Community Health Education and Health Promotion – African American Infant and Maternal Mortality Initiative - Graduate Level</td>
<td>This unique internship opportunity would center around addressing health inequities facing BIPOC (Black, Indigenous and People of Color) communities in the Antelope Valley (Service Planning Area 1) and San Fernando &amp; Santa Clarita Valleys (Service Planning Area 2). As a member of the Community Action Team, the intern would primarily assist the regional DPH lead in the facilitation of the regional Community Action Teams (AV AAIMM CAT and/or SFSCV AAIMM CAT). As part of the megaSPA 1&amp;2 approach to address health inequities, the intern will closely collaborate with both CAT leaders. The CATs are part of the countywide AAIMM Initiative that focuses on reducing the black-white infant mortality gap that exists in LA County by 30% within 5 years (we currently 4 years in). The CATs reflect an equal partnership between government, community-based organizations, and residents. In association with the functions of the community action team, the intern would focus on: developing/maintaining evaluation tools; selecting and analyzing data, presenting results; supporting the DPH/Community lead in the development/operations of workgroup(s); coordinating and leading/participating in community events, workshops, support groups; pursuing grant development and funding opportunities; analyzing and discussing health policy. Since this a broadly supported initiative, there would also be opportunities to interact with local political leaders, activists, and community leaders. Should there be any interest, there is an additional opportunity to engage in public health equity work in relation to the other high-risk communities needing with SPA 1&amp;2. NON-ESSENTIAL FUNCTION: Assist with other community engagement efforts and COVID-19 Monkeypox, and other related projects, as time and interest allow.</td>
<td>Other Knowledge, Skills, and Abilities: Strong interpersonal, organizational, interpersonal, and public speaking skills; an openness to learn and grow; virtual platform experience; experience with Microsoft products including Word, Excel, Outlook, PowerPoint; graphic design programs (e.g., Publisher, Canva); strong knowledge of Word and Excel preferred; knowledge of social media. Additional Requirement: Access to personal laptop and internet connection in the event teleworking is necessary. Access to transportation.</td>
<td>Public Health Virtual/teleworking option will be available. Physical office locations vary upon candidate’s geographic location, including Antelope Valley Health Center (SPA 1: 336-B East Ave K2, Lancaster, CA 93535; SPA 2: 21115 Juarez Avenue Family Support Center, 7055 Van Noy Blvd, Van Nuys, CA 91405).</td>
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