

**Department of Recreation and Parks
Admin Intern Position Description**

<u>Job Listing Date:</u>	TBD
<u>Deadline to Submit</u>	TBD
<u>Job Position:</u>	Admin Intern I part-time position available: 1 Positions

Qualifications/Requirements:

- Must be a current college senior continuing education or a graduate with a bachelor's degree
- Experience working with a Content Management System (Drupal, Wordpress, etc.)
- Experience coding web pages from scratch (HTML, CSS, Javascript)
- Knowledge of responsive web design
- Ability to work and coordinate with a team
- Critical thinking and troubleshooting skills
- Must have previous experience developing web projects (Portfolio and/or Github is a bonus)

Hours and Availability: 20 hours a week

Job Description

This is a part-time, paid internship with the City of Los Angeles Recreation and Parks Web Team. You will have an opportunity to collaborate with a small team of developers and designers creating new web experiences for various Recreation and Parks programs. You will also be given small, self-directed projects that you will be expected to plan and deliver.

Front End Web Development Intern

Duties include:

- Updating web page content using a Content Management System
- Assisting with design and development of single-page and small, multi-page web sites
- Working with clients on UI and feature design
- Troubleshooting and fixing bugs

Primary Work Location:

Civic Center in Downtown Los Angeles

To Apply:

Please email your resume to:

Jonfrel Bernales

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