



LACCD Interns Program

Bulletin – Available Internships

POSTING DATE: **October 20, 2009**

PAID AND UNPAID STUDENT INTERNSHIPS

The **LACCD Interns Program** was designed to connect students of the Los Angeles Community College District (LACCD) with internship opportunities available at firms that provide products and/or services under the Proposition A/AA Bond Program. PVJOBS, a nonprofit organization, is coordinating the LACCD Interns Program on behalf of LACCD: we identify internship positions and find a match between applicants and employers. All internships are paid, unless noted.

Currently Available

	Internship Openings			
	<i>Job Title:</i>	<i>Company Type:</i>	<i>Positions Available:</i>	<i>Location:</i>
1	Community Facilitator I,II, III Lead Staff, Community Trainer	Community Services	9	Various locations
2	Financial Advisor Assistant	Financial Services	2	Woodland Hills
3	Tutors	Community Services	25	Various locations
4	GIS Software Developer	Architecture Studio	2	Downtown LA
5	Administrative Assistant	Structural Engineer	1	Pasadena
6	Solar Panel Installation Intern	Green Technology	5	Van Nuys
7	Flash/Multimedia Developer	Architecture Studio	2	Downtown LA
8	Eco Intern	Engineering/Hospitality	1	Los Angeles
9	Auto CAD/Document Control	Architecture Studio	4	Downtown LA
10	Assistant Teachers	Child Care Center	6	Los Angeles
11	Website Content Manager	Community Based Organization	1	Inglewood
12	Sustainability Intern	Design-Build Construction	5	Northridge
13	Office Support/Clerical Intern	County of Los Angeles	5	Various Locations
14	Marketing Coordinator	Contracting and Engineering	1	Irvine
15	Maintenance/Operational Support	County of Los Angeles	10	Various Locations
16	Website Designer (Unpaid)	Non-profit	1	Woodland Hills
17	Marketing Intern (Unpaid)	Green Technology	2	Arcadia
18	Production assistant (Unpaid)	Fashion industry	3	Los Angeles
19	Web Master	Non Profit Agency	1	Inglewood
20	School Readiness Coordinator	Children Institute	1	Los Angeles
21	Website Design/Marketing Support (Unpaid)	Website & Graphic Design	2	Venice

Currently Available (con't)

	Internship Openings			
	<i>Job Title:</i>	<i>Company Type:</i>	<i>Positions Available:</i>	<i>Location:</i>
22	Tutors	Education	10	Los Angeles
23	Project Engineer Intern	Commercial General Contractor	1	Los Angeles
24	Intern (Bus. Affairs & Legal, Ad Sales, PR, Post Production, etc.) (Unpaid)	Entertainment/Television	14	Los Angeles
25	Architectural Intern	Architecture Firm	1	Pasadena
26	School Readiness Coordinator	Children's Services	1	Los Angeles
27				
28	Graphic Design Interns (Unpaid)	Traveling Industry	3	Los Angeles
29	Film, Digital Media, Production, Television (Unpaid)	Film Industry	20	Hollywood
30	Programmer (Unpaid)	Masseuse Services	1	San Fernando Valley
31	Marketing Intern	Financial Services	4	Woodland Hills
32	Inspector Intern	Green Industry	1	Gardena
33	Digital Content Assistant (Webmaster)	Green Industry	1	Santa Monica
34	Commissioning Coordinator Assistant	Construction Services	1	Valley Glen
35	Ecommerce Intern	Graphics Design Printing	4	Chatsworth
36	Construction Managers	Construction Industry	4	Various Locations
37	Professional Student Worker	Public Industry	1	Inglewood
38	IT Sales Associate	Information Technology	1	Santa Clarita
39	Coach Assistants	Kids Sports	3	Playa Vista & Santa Monica
40	Fleet Service Clerk	Aviation	1	Los Angeles

NOTE: We **strongly** encourage students working in internship positions to apply for and obtain educational school credits from your campus. In order to obtain your credits, you must enroll in a course through your Cooperative Education Department. Contact the office at each of your campuses for more information.

To Be Eligible For An Intern Position, Students Must:

- **Be enrolled at one of the nine LA Community College Campuses for a minimum of six (6) units**
- **Complete an internship application online at www.laccinterns.org**
- **Submit a resume online**
- **Print and obtain a faculty referral/recommendation for an internship**

DISCLAIMER: The Intern positions listed above may be filled at any time

To apply please visit www.laccinterns.org or call Hotline: (310)448-8806 or (213) 996-2482



LACCD Interns Program

Attachment: Specific Position Requirements

NOTE: THE LISTED POSITIONS HAVE SPECIFIC REQUIREMENTS. ALL POSITIONS REQUIRE A RESUME, IN ADDITION TO THE APPLICATION FORM WITH FACULTY RECOMMENDATION

1. Community Facilitator I, II, III, Lead Staff, Community Trainer (Various)

Teach community safety and awareness, social interactions & self help skills. Minimum of 2 years experience supporting adults, young adults or children with developmental disabilities. Facilitate appropriate interactions. Portray a good role model. Seeking dedicated individuals to support children with disabilities.

2. Financial Advisor Assistant (Woodland Hills)

This internship is an exceptional hands-on learning experience, working one-on-one with financial advisors, you will experience all it takes to build a successful business from the grass roots level.

3. Tutor (Los Angeles)

Company seeking qualified individuals to assist youth with various academic subjects in an after school program setting. Job requires candidates to possess 15 semester units with core requirements completed with a minimum 2.5 GPA. Previous work experience with youth preferred. Must have your own transportation & a valid driver's license. TB test, background check a must.

4. GIS Software Developer (Downtown LA)

Primary responsibilities include design and development of applications leveraging geospatial information. Preferred skills include interface design, programming, databases, web development, systems integration, and geospatial data modeling, and working with large geospatial databases. Intermediate to advance experience involving .NET, VB, C++, C#, database design, query, and administration (Oracle, SQL Server), client-side and web-based development languages and platforms (Apache, IIS, PHP, ASP.NET). Prior experience with Autodesk CAD software. GIS software, ESRI technology, ArcObjects, ArcIMS or ArcSDE is a plus. High level of professionalism in oral and written communication needed.

5. Administrative Assistant (Pasadena)

A structural engineering firm is seeking an administrative assistant/marketing coordinator to perform a variety of detailed and responsible tasks. This position has the potential of being developed & with unlimited growth opportunity in the areas of marketing, business/administration. Emphasis on organization and independent follow-through is required. Responsible for but not limited to answering phones, filing, maintaining records, typing, processing paper work.

6. Solar Panel Installation Intern (Van Nuys)

Eco friendly company is looking for bright, driven individuals that have no problem working on roofs, can carry 30-50lbs., and have had previous solar installation experience. Contractors license A, B, C-10, or C-46 needed.

7. Flash/Multimedia Developer (Downtown LA)

Provide flash programming and functionality for a wide variety of websites, intranets, extranets and flash-based applications. Knowledge of ActionScript 2.0/3.0 and Macromedia Flash and its components (manipulation of movie clips, buttons, graphics, and keyframes); Photoshop; HTML Programming; CSS/JavaScript a plus. Samples of work/online portfolio are needed. Must have passed a Flash course with minimum B grade. High level of professionalism in oral and written communication needed.

8. Eco Intern (Los Angeles)

Country Club seeks an "Eco Intern" to assist Club staff in documenting past & future energy and water use as well as other resource issues related to their carbon footprint. The candidate should be well organized, able to interpret basic energy data available for a variety of types of equipment, able to interact with a wide variety of people (possibly including club members) and be proficient in Excel. The job will require 10-16 hours per week; hours are flexible. The candidate would be expected to dress in a professional manner.

9. AutoCAD/Document Control (Downtown LA)

Through the general direction of the CAD Proj. Manager, document control interns duties include but are not limited to data management, data processing, quality control, general clerical as well as project based work. Architecture background (2 semesters of architecture courses)

10. Assistant Teacher (Various Locations)

Various childcare centers seek qualified assistant teachers with 6 units in early childhood development (transcripts required), TB shot records needed, First Aid/CPR certified (desired but not required)

11. Website Content Manager (Inglewood)

A community based organization is seeking a website content manager. Candidate must be a self-starter, very organized and a creative writer. Duties include updating website content regularly. Perform internet research for new and current projects. Candidate must be familiar with Facebook, MySpace and blogging.

12. Sustainability Intern (Northridge)

A full service design-build company dedicated to creating sustainable buildings is seeking a student interested in learning more about sustainable design & materials. Opportunities for research, estimating, design & more.

13. Office Intern (Various Locations)

County of Los Angeles is seeking candidates for entry level work in office support. The intern will participate in a structured on-the-job training assignment in preparation for successful progression in the clerical field. **Students must be or have been in foster care system to qualify for these positions.**

14. Marketing Coordinator (Irvine)

Contracting and engineering company is seeking a marketing coordinator to work at their main headquarters located in Irvine. Subject candidate/intern will work closely with the Marketing director and assist in various aspect of the department. Other duties to include administrative and relationship building, development and preparation of local and international RFP's and RFQ's. Candidate must have some background in marketing or business administration.

15. Clerical/Computer Dept. Assistant (Various Locations)

Entry-level work in heavy maintenance & operational support and will be responsible for performing the following essential job functions: assists in the repair of roads, flood control channels, sewers, easements, sidewalks, & other publicly maintained properties, assist warehouse workers with loading/unloading docks. Assist food service workers with scheduled meal service at county institutions, etc. **Students must be or have been in foster care system to qualify for these positions.**

16. Website Designer / UNPAID (Woodland Hills)

Non profit agency is seeking a website designer to work on the agency website. Although the position is unpaid, small stipend will be made to cover, driving expense, materials and other related work expenses.

17. Marketing Intern/ UNPAID (Arcadia)

A green technology company is seeking a student to perform marketing duties for the company. Company sells lighting products that are eco-friendly and consider being a fore-front in the green industry.

18. Production Assistant/ UNPAID (Los Angeles)

A fashion company is seeking an interested student to learn the ins and outs of the fashion industry. Candidate will work as a production assistant, helping out on the day to day operation, as well as helping out on fashion shows. Great internship opportunities to all students that are gearing up to a career in the fashion industry.

19. Web Master (Inglewood)

Booming non-profit agency seeks qualified candidate with two years experience in web design, understand coding HTML. Must have knowledge of basic web maintenance and photo gallery a plus.

20. Radio Intern (Los Angeles)

Popular urban radio show seeks qualified interns to assist with pre/post production of radio show. Intern will be responsible for booking & following up with radio show guests, handle & screen studio listener call in's, set up & operate ustream.tv & blogtalkradio.com broadcast streams, write, edit, & record broadcast promos & PSA's.

21. Website Design/Marketing Support UNPAID (Venice)

Website & graphic design studio in Venice is offering two internships where you will gain school credit and experience in the creative field. You must be Mac fluent, professional attitude with good work ethics, quick learner. Both positions are unpaid internships.

22. Tutors (Inglewood)

Educational institute seeks qualified candidates to provide tutoring in math & reading. Conduct student registration & prepare individual learning plans. Conduct beginning, middle, and final parent conferences. Schedule & conduct conferences & communication with teachers of students tutored, & secure progress/evaluation letters from teachers. Develop & implement personal development plans. Ability to engage children.

23. Project Engineer Intern (Los Angeles)

The Project Engineer Intern will work under the supervision of the jobsite superintendent and assist in day to day operations. Duties include: monitoring jobsite access, training & monitoring jobsite safety, assisting in coordinating subcontractor scheduling, workflow & productivity. The PE Intern will assist the project team in preparing weekly meeting minutes, RFI's, & submittals. Candidate must also be proficient in MS Word & Excel. **Completion of one year in the LA Trade Tech or Pierce College construction management programs.**

24. Intern (Los Angeles)

Major Cable Network is looking to enhance & develop creative & hardworking students to better prepare them for their desired career. Internships are available in the following departments: **Ad Sales, Business Affairs & Legal, Corporate Communications (PR), Original Programming (Current & In Development), Post Production, Talent Relations, and Office of the President (Original Programming, Planning, & Acquisitions)** Please contact the LACCD Interns Program for detailed job description at (213) 996-2482

25. Architectural Intern (Pasadena)

Architectural firm seeks a candidate to represent the firm in a professional manner. Assists in preparation of construction documents; designs drawings, presentation drawings or other documents under the direction of a Project Architect or project manager. Ability to use architectural design tools, including graphic Standards, Time-saver standards, sweets catalogs and manufacturers' product data and catalogs.

26. School Readiness Coordinator (Los Angeles)

SRC (school readiness coordinator) would be responsible for providing general support to the program this includes but is not limited to answering phones, scheduling appointments, compiling data for reports, and filing. Must be able to type 50 WPM. Ability to operate computers and skills in operating software programs such as MS Word, Excel, and PowerPoint. Bilingual (English & Spanish) written & verbal skills. A valid CA driver's license, current valid insurance, and a driving safety record acceptable to company insurance carrier are required.

27. Job Coach (Los Angeles)

Non-Profit seeking qualified candidates to provide supervision to clients with developmental disabilities for daily janitorial services. These services include but are not limited to floor care, cleaning handrails, benches, elevators, etc. Supervision includes picking up clients at the main plant & transport workers to each site assigned, oversee their work, and provide hands on assistance when necessary. **Clean DMV record a MUST!**

28. Graphic Design Intern (Los Angeles)

Fantastic opportunity in the graphic design field Travel Agency seeks a graphic design major having completed basic course work. Must also be proficient in Photoshop and Indesign. Students must assist with print layout design. Candidates must be very proficient with Adobe CS2 & Photoshop CS2; Illustrator a plus! This is an unpaid and on-site position with lots of opportunity to gain a wealth of experience and marketable skills.

29. Film Industry Intern

Major Film Production Company seeks enthusiastic & qualified interns for Fall 2009. The internship is unpaid but provides a friendly and creative environment. This is a great opportunity to obtain hands-on experience and insight into the inner workings of a multi-faceted entertainment production company. Students are not only integrated into a specific area but opportunities arise to work with other departments & projects. Internships are available in Film, Digital media, Production, & Television.

30. Programmer (San Fernando Valley)

Company seeking programmer who is an expert in PHP & MYSQL to work on a freelance basis on company's website-roughly 10 hours per week. Person should be located in Los Angeles area.

31. Marketing Intern (Woodland Hills)

Financial Services Company seeks a bright student to assist with business development & promotions, including telephone sales & cold calling. Help prepare & write promotional materials. Perform routine office tasks. Duties also include word processing, database, and spreadsheets.

32. Inspector Intern (Gardena)

Booming Green Company seeks qualified interns to inspect businesses & homes. Contact (213) 996-2482 for more detailed information regarding this position.

33. Digital Content Assistant (Santa Monica)

STUDENT MUST APPLY ONLINE with cover letter & resume www.healthebay.org/jobs

The digital content assistant will assist in preparing content for Heal the Bay's website, web 2.0 presences and other office digital media requirements. Please contact our offices for a more detailed description of this position.

34. Commissioning Coordinator Asst. (Valley Glen)

Candidate must have familiarity with construction specifications and drawings would be ideal. Job site safety knowledge. Ability to use Excel & Access. Must respect site chain of command at job sites. Organized, long attention span required. Will be reading lengthy documents & cutting/pasting into database. Excellent spelling & grammar ability to check what's being entered.

35. Ecommerce Intern (Chatsworth)

Graphic Design firm seeks a qualified individual to develop official blog for all of our websites. Post SEO keyword content on related websites & blogs. Promote our site banners & promotions to our friends on our social network sites such as twitter, MySpace, & Face book.

36. Construction Managers UNPAID (Various Locations)

Construction Company is seeking students to work on LAUSD job sites. One student per location. Student needs to have the desire to learn about the construction industry. The main task will be to assist project managers and project engineers with the projects they are working on. They will assist with updating the construction set, assist with project submittals and assist with construction sequencing.

37. Professional Student Worker (Inglewood)

Public agency is currently seeking a responsible; multi tasked Professional Student Worker who will be supporting the airports essential business & community outreach programs. The ideal candidate will manage our satellite office in the city of Inglewood.

38. Marketing Intern (Santa Clarita)

Information Technology company seeks an individual to be responsible for sales of computer equipment, accessories and peripherals through RFQ. Candidate must demonstrate technical selling skills and product knowledge computer equipment, accessories and peripherals. Demonstrate the ability to carry on a business conversation with business owners & decision makers. Must be able to use MS Office 2003/2007 & Adobe Acrobat.

39. Coach Assistants (Playa Vista, Santa Monica)

Coaching company is looking for fun and outgoing people who have experience playing sports. Candidates must enjoy children & have experience working with kids is definitely mandatory. The company teaches year-round classes for boys & girls ages 2-14. From Playa Vista to Palos Verdes and places in between, this company does offer flexible schedules and part time hours.

40. Fleet Service Clerk (Los Angeles)

Fleet Service Clerks are responsible for loading & unloading cargo as well as transporting cargo to and from the aircraft. Fleet Service Clerks also clean and service cabin interiors with equipment and supplies by reaching, bending & twisting in confined spaces.