



CITY OF WESTLAKE VILLAGE
COMMUNITY SERVICES INTERNSHIP PROGRAM
MAY 29 - AUGUST 30, 2018

The City of Westlake Village is seeking candidates for an internship opportunity. The experience will provide insight into daily operations of the Community Services department of a small municipal city.

Desired candidates should be undergraduate students seeking a degree in community service, recreation, public policy, or communications.

Position – The City of Westlake Village has one internship available. Projects may include research, photography, analysis, special events, field analysis, and press release writing.

Compensation – The selected intern will receive \$14 per hour and will be asked to work up to 15 hours per week. The work will involve weekend, evening, and Holiday hours. It is anticipated that the internship program will begin the week of May 29 and run through August 30, 2018.

Interested Applicants should apply for the position via the City website, www.wlv.org. All applicants must be received by March 31st at 5:00 pm. Please note, that there are supplemental questions that must be submitted with the application.

If you would like additional information please contact Brianne Anderson, Community Services Manager by email, Brianne@wlv.org or call 818-706-1613.

About the City

The City of Westlake Village (population 8,384) incorporated in December 1981 as the 82nd City in Los Angeles County and is located 38 miles west of downtown Los Angeles and eight miles from the Pacific Ocean. Westlake Village is recognized as one of the finest areas to live, work and raise a family. The community offers a variety of residential housing, convenient shopping centers, and a thriving business and industrial base. As a totally master-planned community, residential, recreational and commercial sites were carefully located within the City to preserve, enhance and protect the area's unspoiled natural environment.

The City of Westlake Village is a general law municipality, operating on a contract basis in which many of the day-to-day services of local government are provided by public and private agencies. The residents of Westlake Village elect a five-member City Council to oversee the City operations and to guide the future development of the community. The City Council appoints a City Manager to supervise all administrative, personnel and contract services. The City employs eleven full-time staff members.

The Community Services department oversees special events, City newsletters, field scheduling, transportation programs, and volunteer programs for the City. It is a department that requires high energy, constant interactions with the public, and ability to work on multiple projects at the same time.