



TRANSPORTATION FOUNDATION OF LOS ANGELES



## Communications/ PR/ Journalism Intern

### DESCRIPTION

Work closely with the Executive Office staff, create basic public relations materials including news releases (State of the Streets, Bureau Annual Reports, and Monthly Street Talk Newsletter), media alerts, annual reports and other materials as directed. Successfully complete outside work, including, but not limited to printing of materials, operation of audio/visual equipment, photography and graphic arts.

Desirable knowledge and/or experience:

- Microsoft Word, Excel, PowerPoint, and Adobe Photoshop
- Excellent communication skills (written/verbal)
- Ability to produce comprehensive reports
- Ability to interact with all levels of City staff
- Bureau of Street Services Operations
- Professional dress / attire

Currently enrolled students with a 3.0 minimum GPA are encouraged to apply by sending a resume, cover letter, and a copy of your unofficial transcript verifying GPA. Send applications to [TFLAinternships@gmail.com](mailto:TFLAinternships@gmail.com).

**SALARY:** \$19.50/HR

**HOURS:** 15-29 HRS/WEEK

**LOCATION:** Downtown Los Angeles

**DESIRED CLASS LEVEL(S):** Junior, Senior, Graduate Student

**QUALIFICATIONS:** Students with 3.0 or higher GPA's and minimum one year until graduation.

### **Contact info:**

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