

# CITY OF LOS ANGELES

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## DEPARTMENT ON DISABILITY

333 SOUTH SPRING STREET, SUITE D-2  
LOS ANGELES, CA 90013

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REGINA HOUSTON-SWAIN  
EXECUTIVE DIRECTOR

## INTERNSHIP OPPORTUNITY ("Academic Credit Only")

The City of Los Angeles Department on Disability (DOD) is seeking interns who want to gain experience working with local governments and community-based service providers on disability policy and education issues. Interns are a vital component of the team at DOD and may work on a variety of projects currently under development.

**DEPARTMENT:** City of Los Angeles Department on Disability

**ADDRESS:** 333 South Spring Street, Suite D-2  
Los Angeles, CA 90013

**CONTACT:** Tony Abraham -or- Betty Wilson

**VOICE:** (213) 485-6334    **TTY:** (213) 485-6655    **FAX:** (213) 485-8052

**E-MAIL:** Tony.Abraham@lacity.org

**HOURS PER WEEK:** 10 - 32 ("Academic Credit Only")

### DUTIES OF INTERN:

- Research and draft memos/reports on substantive policy issues.

- Research, compile and analyze data.
- Assist in the coordination and development of community educational, awareness, and outreach events.
- Attend government or community meetings with Department staff, as appropriate.
- Assist in editing and drafting written materials regarding Department activities.

**PROJECTS MAY INCLUDE:**

1. Assisting in the development and staffing of major public meetings, conferences, training modules or forums, e.g., “Accessible City Expo: *Community Resources & Employment Fair.*”
2. Substantive assignments as directed.

**SPECIAL SKILLS NEEDED:**

Strong interest in accessibility, diversity, and human relations issues; the ability to work with diverse communities; knowledge of Microsoft Office and proficiency in MS Word; and Internet research skills.

**APPLICATION PROCEDURE:**

Contact **Tony Abraham** at (213) 485-6334, or via E-mail at [Tony.Abraham@lacity.org](mailto:Tony.Abraham@lacity.org) to arrange submission of Resume and brief letter of interest as early as possible in the semester, quarter or Summer Session.

**NOTE: *Sample letter attached.***

# SAMPLE LETTER

{DATE}

City of Los Angeles  
DEPARTMENT ON DISABILITY  
333 South Spring Street, Suite D-2  
Los Angeles, CA 90013

**RE: Internship Opportunity**

Dear {NAME}:

*Please describe:*

- 1. Why you are interested in an Internship with the Department on Disability.*
- 2. Any experience you may have with disability programs or policy.*
- 3. Any experience you may have with government programs and/or social services organizations.*

Sincerely,

{YOUR NAME}  
{YOUR CONTACT INFORMATION (ADDRESS, PHONE AND EMAIL)}

Enclosed: *Resume*