

JOB OPENING

STUDENT PROFESSIONAL WORKER Office of Historic Resources

Los Angeles City Planning (LACP) seeks one student professional worker (SPW) who has experience or interest in city planning and/or historic preservation to join the Department's Office of Historic Resources (OHR). This paid opportunity (\$18.11/hour) offers an enriching experience for students wishing to gain hands-on experience at the intersection of historic preservation and city planning in the country's largest planning department.

DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Assist in the review and processing of new Historic-Cultural Monument applications by conducting research, preparing architectural descriptions, summarizing background information and drafting findings
- Attend Cultural Heritage Commission meetings
- Conduct in-person site visits at historic sites with staff
- Support staff in reviewing public comments and drafting potential changes to the administration of the City's Mills Act Historical Property Contract Program, the City's major financial incentive program for historic preservation
- Review historic resources data and assist in compiling complete datasets for upload to HistoricPlacesLA.org, the city's main inventory of historic sites
- Attend staff meetings
- Other duties, as assigned

HOW TO APPLY

Interested candidates should submit a cover letter, resume, and writing sample to Planning.PositionControl@lacity.org with the subject line: "SPW for OHR". Qualified candidates will be invited for an interview once a sufficient number of applications have been received.





SELECTION PROCESS

Each applicant's resume, cover letter, and writing sample will be reviewed to assess the candidate's experience and qualifications as they relate to the ability to perform the duties and responsibilities of the position. Those candidates assessed to be the most qualified will be invited to participate in the interview selection process.

REQUIREMENTS

- Must be a current undergraduate or graduate student and must provide a copy of school transcript or attendance record
- Available 24-30 hours/week for the next six to twelve months
- This position is a hybrid in-office and at-home position. If working remotely or at-home, SPW will be required to provide their own laptop or desktop computer. The City will provide computers for in-office use only
- Proof of Covid-19 vaccination. See here for more information on this requirement:

https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf

DESIRED SKILLS/QUALIFICATIONS

- Experience or education in historic preservation, heritage conservation, urban/city planning, community engagement, architecture, urban design, public history, or related fields
- Experience using Microsoft Word, Excel, Powerpoint, Google Suite products (including Google Docs and Sheets), and Zoom
- Strong visual, oral, and written communication skills

Ideal candidates work both independently and collaboratively, enjoy problem-solving and public engagement, and are highly motivated and detail-oriented.