



# Undergraduate Internship

Office of LAUSD Board Member Ref Rodriguez

The Board of Education, District 5, is in search of a driven, motivated, and focused individual who holds a passion for education, policy, community engagement, and/or government. We are looking for someone that can absorb responsibilities, be proactive, and work collaboratively. This person will be working very closely with the Field Deputy for the Northeast Los Angeles communities and provide assistance to staff as needed.

## QUALIFICATIONS

- Must be a college Junior or Senior (will also consider students ending their Sophomore year)
- Must be able to work 12-15 hours per week
- Spanish fluency a plus
- Highly detail-oriented, stellar organizational skills, strong sense of partnership, and professional attire

## POSITION DESCRIPTION

- Meet with constituents regarding pressing issues and research/track constituent cases
- Conduct school-site visits with Board District 5 Field Deputy
- Assist with logistical planning of events and community meetings
- Research educational policies and programs as needed
- Position will require travel to and from events, school visits, and meetings. The main place of employment will be at LAUSD Headquarters. (A form of reliable transportation required)
- Although this position is unpaid, we will provide mentorship, networking opportunities, and a meaningful experience in the government of education.

## REQUIRED MATERIALS

- One page resume
- One page cover letter stating why you want to intern for the Office of LAUSD Board Member, Ref Rodriguez



Our Board Office does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.

Please email resume and cover letter to [ray.lopez@lausd.net](mailto:ray.lopez@lausd.net)