# Los Angeles World Airports

# Business and Job Resources Center-Business Outreach Program

**POSITION TITLE:** Volunteer Business Outreach Intern

**(Possibility to transition to a paid intern position by Jan. 2018)**

**CLOSING DATE:** September 29, 2017

**STATEMENT OF RESPONSIBILITIES:** The Intern in the Business Section provides assistance to the Business Outreach Coordinator. The volunteer intern will be required to effectively manage, update and maintain the BizConnect Database. Create databases, spreadsheets, and assist with data entry. This position requires the ability to productively interface with business owners, political officials and multiple agencies through effective communication in both verbal and written media.

The Intern assists with preparation of statistical reports for elected officials and LAWA executives. Compile the RSVP list of attendees and packets for the monthly “How to do Business with LAWA” seminar. Prepares informational materials that is disseminated at business outreach events, sends out email notifications to businesses regarding future Procurement opportunities, LAWA sponsored events and other events as needed.

Provides administrative assistance by updating the Business and Job Resources Center’s website for the Business Outreach Program, create and/or modify documents furnished to businesses or the public, provide BJRD’s advertisement and logo for print distribution to requesting agencies.

Represent the Business and Job Resource Division at various community outreach events, LAWA sponsored program events. Assist with the coordination and preparation of presentations to executive management, businesses, officials, and local businesses.

**Ideal Candidate:**

* Excellent customer service and interpersonal skills
* Excellent verbal and written skills
* Must be able to take initiative and work independently
* Strong work ethic with a focus on professionalism
* Strong computer skills ability to work on MS Office Excel, Outlook, and Power point
* Be very detail-oriented, highly organized
* Ability to multi-task and perform efficiently in a fast-paced work environment
* The ability to work independently and under pressure with minimum supervision

**Selection Requirements:** Currently enrolled as a full time student in an accredited college having academic standing equivalent to sophomore, junior, senior or post-graduate program. Must have and maintain a minimum 2.7 GPA. Students must be pursuing a degree in Business, Public Administration, Public Policy, or Communications.

**Please note** that the selection and hiring process usually takes about 4 to 6 weeks for an internship with the Gateways Internship Program (GIP).

**Benefits:** Parking pass or transit pass if working a minimum of 10 days per month.

**TO APPLY:** Forward your résumé and Student Internship Request Form to gatewaysintprog@lawa.org. If you should have any questions regarding the application process or the GIP, please contact us at 424.646.7300 or via email.