



CITY OF LAGUNA NIGUEL

30111 Crown Valley Parkway, Laguna Niguel, CA 92677 / (949) 362-4300

Job Opportunity: ADMINISTRATIVE INTERN **\$14.24 - \$17.31 per hour, 15-25 hours per week**

**Are you energetic, motivated, and creative
and have a desire to make a difference?
If yes, Laguna Niguel is the place for you.**

Laguna Niguel is premier master-planned community located in South Orange County, minutes away from California's beautiful beaches and pristine coastline. Laguna Niguel is a thriving business-friendly and family orientated community that enjoys an exceptional quality of life. We are looking for a unique and special individual to join our City team as an Administrative Intern. This is a great opportunity for those who are interested in learning about careers in local government, while obtaining related work experience. Schedule and work hours may vary based on the needs of the City. **Apply immediately; open until filled.**

PRIMARY FUNCTION:

This position will perform a variety of duties, which include but are not limited to: assist staff with research, projects and reports; develop and implement civic innovation solutions; design original content and visuals; track quantitative and qualitative data; engage other organizations to develop new solutions to civic challenges; plan, prepare, and monitor community outreach activities; perform other duties as assigned.

QUALIFICATIONS:

- Junior/senior level student or equivalent to a bachelor's degree from an accredited university/college with major in Public Administration or a closely related field.
- Good technical background and proficient computer skills.
- Possess a valid California Driver's License.

APPLICATION PROCEDURE:

A required City application form can be found online at the City's website at www.cityoflagunaniguel.org; or by calling (949) 362-4300. Applications must be filled out completely and show that the minimum qualifications are met. Completed applications should be submitted online, emailed to Hresources@cityoflagunaniguel.org, or in person to Human Resources at City Hall (30111 Crown Valley Parkway, Laguna Niguel). Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be

requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection

SPECIAL NOTICE:

The City of Laguna Niguel recruits and hires without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen, or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an exceptional or implied contract and provisions contain herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace, and complies with Federal Law; therefore the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and prospective workers.

Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.

