

Los Angeles Trade-Technical College

Career Center | E5-413

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Internships

Job Title:	Communications & Marketing Intern (posted 10/9)	Job Number: 4604
Hours/Days:	Monday-Friday	Salary: College Credit
Location:	Los Angeles	
Requirements:	<p>Skills Requirements: Strong writing ability - writing test required; Knowledge of Associated Press style preferred; Proficiency with Google Docs and Google Sheets; Minimum of basic Excel skills; Excellent interpersonal skills; Ability to multitask and self-manage; Strong creative-thinking and problem-solving skills; Self-starting, proactive attitude; Ability to keep up with trends and post across multiple platforms daily; A passion for the arts and social media is a plus; Have an understanding of Facebook, Twitter, Instagram and YouTube; Be extremely computer/internet savvy; Having a keen eye for graphic design is a plus; Candidates should have reliable transportation.</p> <p>Job Description: To perform this important job successfully, the Communications & Marketing Intern must be able to fulfill all of the elements of the Job Description to the highest standard, and be able to work well with colleagues in a high energy, collaborative environment with open communications. The ideal candidate will have a strong work ethic and have the required technical skills. The ideal candidate will embrace the APCH culture of a learning organization and strive to constantly improve upon systems and services for the benefit of employees and our constituents. We ask all interns to take ownership of their work and achieve the highest standards of quality. All interns are expected to contribute to ongoing growth and improvement in their departments via excellent job performance. Additionally, you are expected to speak up if you become aware of deficiencies and needs; and to offer solutions and make suggestions for improvements in your purview areas. Likewise, because each intern and each department is integral to the entire APCH community, we expect that as you focus on your area, you will also consider the big picture and the overall mission of the agency, and communicate with the appropriate individuals if/when you become aware of problems and/or have suggestions for ways and opportunities to make APCH stronger and better. Under the direction of the</p>	

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	<p>(continued from previous page...job #4604)</p> <p>Communications & Marketing Manager, the Communications & Marketing Intern will meet the following requirements and perform the following duties: Write media content, including one blog post, one press release and one media alert; Photograph and video record programs and events; Create social media posts on Facebook, Instagram and Twitter; Create social media reports; Assist with marketing email contact management; Assist in day-to-day marketing operations; Basic administrative responsibilities. Associates Degree or pursuing a Bachelor's Degree in marketing, communications, journalism or public relations. Physical and Mental Demands: Able to work in dynamic, high noise level environment typical of a youth center; Walking, standing, physical activity required on daily basis; Lift up to 25 pounds regularly; Speech and hearing within normal ranges; speech clarity sufficient for standard face to face and telephone communications. Additional Information: Must work well with diverse populations of employees and clients. College credit required, internship is unpaid. Schedule will be up to 20 hours or two to three days per week.</p>
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Job Title:	Fashion Designer Assistant (posted 10/1)	Job Number: 4584
Hours/Days:	Monday-Friday	Salary: \$16/hr.
Approximate Location:	Gardena, CA	
Requirements:	<p>Skills Requirements: Must speak English; Fashion experience preferred; Must be able to work in a fast paced environment; Must be proactive and a go-getter; Photoshop, illustration required.</p> <p>Job Description: Write sample purchase orders; Follow up on / and organize all sample yardage; Create simple line sheets for internal use; Helping production/ customer service team.</p>	

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Job Title:	Textile (Women's Fashion Apparel) (posted 10/1)	Job Number: 4575
Hours/Days:	Tuesday (10 hours week)	Salary: Unpaid
Approximate Location:	Los Angeles, CA	
Requirements:	<p>Skills Requirements: Be interested, and ready to learn about all aspects of textiles, organizing pattern cards and swatch cards; Must be extremely resourceful with a can-do attitude in an entrepreneurial fast-paced environment; Ability to work calmly under pressure, and meet tight deadlines; Strong attention to detail and the ability to prioritize within a multi-tasking environment; Be flexible and have the ability to take direction well, but also have the ability to work proactively and provide self-direction; Have excellent written and verbal communication skills; Be comfortable using Google Docs, Excel and MS Word. Specifics: 10 hrs a week; This is a NON Paid internship; Located in Elysian Valley Los Angeles.</p> <p>Job Description: We are looking for proactive and dedicated individuals with great organizational skills. Interns will get a hands-on experience, working directly with our textile collection, Asst Sample coordinator, and create a library of all fabrics received from our overseas mills. Candidates must have a great attitude, attention-to-detail, the ability to multi-task and stay organized in a fast-paced environment.</p>	