



California Coastal Commission

# JOB ANNOUNCEMENT

## *VOLUNTEER OPPORTUNITY*

### **Coastal Planning Research Intern South Coast District Office Work Remotely Part-time (Flexible Hours)**

The California Coastal Commission is a State agency charged with protecting coastal resources and managing coastal development in California. The mission of the Coastal Commission is to provide for balanced use of the coastal zone and to protect, restore, and enhance coastal and marine resources for the continuing benefit of current and future generations. The Coastal Planning Research Internship is a great opportunity to obtain useful work experience, acquire transferable skills for pursuit of further education or a professional career in urban and environmental planning or policy, and learn about working in state government.

The Commission values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of protecting and enhancing California's coast and ocean for present and future generations.

**INTERNSHIP:** The California Coastal Commission's South Coast District Office in Long Beach is seeking a motivated individual to conduct research about how land use planning has affected the Oakwood community in Venice, California through community outreach and review of relevant publications. This is an unpaid, part-time position with flexible hours (approximately 10 hours per week) for a period of 4-6 weeks or longer, if needed. The internship is a remote position, however, there is flexibility for in-office work at the Commission's South Coast District Office in Long Beach. If this internship meets criteria for a course project, class credit, or other educational pursuit, staff can work with the selected intern to facilitate the completion of related requirements.

#### **DESIRABLE QUALIFICATIONS:**

- Self-motivated and detail-oriented;
- Ability to work well independently and participate in virtual meetings;
- Strong interest in land use planning, gentrification, and environmental justice;
- Willingness to conduct interviews, facilitate focus groups, and synthesize information into notes and summaries;
- Experience interacting with community organizations and stakeholders or comfort in communicating with individuals and organizations over the phone, video chat, or email
- Familiarity with Microsoft Office Suite including Word, PowerPoint, Excel, and/or other

- related programs and tools; and
- Knowledge of Venice (City of Los Angeles) and the Oakwood community.

**INTERN RESPONSIBILITIES/TASKS TO BE LEARNED:**

- Organize and facilitate discussions with community members and organizations with local knowledge of the Oakwood community;
- Prepare interview questions to guide the discussions;
- Review of publications and literature relating to the Oakwood community ;
- Review of Venice land use planning documents;
- Review of coastal development permit applications and proposed projects that could affect the the Oakwood community; and
- Prepare a summary report of how the Oakwood community has changed over time using information from community discussions and review of publications;

**SPECIAL REQUIREMENTS:** The intern will conduct work over the computer and phone. This will require access to a phone line, computer, and Internet. If access to these items is limited, please call (562) 590-5071 and leave a message in the general mailbox for Amber Dobson.

**CONTACT:** For more information about the position, please contact our team at [internprogram@coastal.ca.gov](mailto:internprogram@coastal.ca.gov) or call (562) 590-5071 and leave a message in the general inbox for Dani Ziff.

Please note that public counter hours for all Commission offices are currently suspended in light of the coronavirus. However, in order to provide the public with continuity of service while protecting both you and our employees, the Commission remains open for business, and you can contact staff by phone, email, and regular mail (see staff contact information at [www.coastal.ca.gov](http://www.coastal.ca.gov)). In addition, more information on the Commission's response to the COVID-19 virus can be found on our website at [www.coastal.ca.gov](http://www.coastal.ca.gov). Thank you for your patience and understanding as we all work through this public health crisis.

**APPLYING FOR THIS OPPORTUNITY:** The position will be open until filled. We would like to fill the position as soon as possible and will start reviewing applications on September 21, 2020. Applications will be screened and only those most qualified will be interviewed. Please submit a current resume and a one-page statement of interest via email to Dani Ziff at [internprogram@coastal.ca.gov](mailto:internprogram@coastal.ca.gov). When you submit your materials, please also let us know how you heard about the position. If you are unable to email your application, please mail your application to the following address:

California Coastal Commission  
Attn: Dani Ziff  
301 E. Ocean Boulevard, Suite 300  
Long Beach, California 90802

For more information about the California Coastal Commission and what we do, visit our website at: [www.coastal.ca.gov](http://www.coastal.ca.gov).