



Administrative Assistant Intern/Volunteer Description

TRUST South LA Administrative Assistant Intern/Volunteer

T.R.U.S.T. South LA is a community-based effort to stabilize the neighborhoods south of Downtown LA, where increased property values and rents have pushed out many long-term residents. Our mission is to serve as a steward for community-controlled land; to be a catalyst for values-driven, community-serving development; to build awareness and community leadership in issues of housing, transportation and recreation; and to create programs and initiatives that encourage community building and economic opportunity.

Responsibilities:

- Assist Program Associate with day-to-day office operations
- Input Organizational data into the online database
- Attend and assist TRUST South LA events
- Complete timesheet weekly
- Additional responsibilities as assigned

Skills:

- Commitment to improving the South Los Angeles Community
- Proficiency in English and/or Spanish
- Great communication skills; both written and verbal
- Easy going, diligent, and organized, with a good sense of humor
- Strong work ethic with willingness to learn
- Highly motivated and encouraging of others
- Flexible

TO APPLY

Interested parties should submit an application and resume to:

Victor Aquino
Program Associate
victor@trustsouthla.org

Position will be open until filled.



T.R.U.S.T. South LA Internship/Volunteer Program

Name	
Email	
Phone	
Address	
How did you hear about this opportunity?	
What is your area of study?	

T.R.U.S.T. South LA is a membership-based organization dedicated to building the economic and political power of residents of South Los Angeles, as well as to influence and control institutional policies and practices that affect them as residents, people of color, immigrants, parents, and workers. The ultimate goal of T.R.U.S.T. South LA is to build a vibrant, safe and sustainable community in South LA, where long-term, low-income residents have a continued presence and a voice in the development of their neighborhoods.

This semester we are accepting applications for internship positions. We are looking for a commitment of at least 5 hours per week.

Qualifications:

- Ability to work independently
- Competent in Microsoft OfficeSuite
- Ability to work with people across lines of race, ethnicity, class, gender, age and sexual orientation
- Belief in social and economic justice work that empowers communities

To apply:

- 1) Attach your resume
- 2) Answer the short questionnaire and email completed to victor@trustsouthla.org

Questionnaire:

Are you familiar with the South Los Angeles area? If yes, what is your experience with the place?

Are you bilingual? If so what languages?

What interests you the most about this interning at T.R.U.S.T. South LA? (1 paragraph)



T.R.U.S.T.
SOUTH LA
TENEMOS QUE RECLAMAR Y UNIDOS SALVAR LA TIERRA

T.R.U.S.T. South LA Employee/Intern/Volunteer Emergency Information

NAME: _____

HOME ADDRESS: _____

HOME PHONE: _____

CELLULAR PHONE: _____

OTHER ALTERNATE PHONE: _____

OTHER E-MAIL ADDRESS: _____

IN CASE OF EMERGENCY,

T.R.U.S.T. SOUTH LA SHOULD CONTACT:

NAME: _____

RELATIONSHIP: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____