



## **TOGETHER FOR LOS ANGELES**

### **INTERN JOB DESCRIPTION**

#### **Position Description:**

The Institute for Sustainable Development (ISD) is a member of the Together for LA Collaborative for Small Business Recovery (TFLA) – an innovative program bringing together government, business and nonprofit leaders to help small businesses recover from COVID-19, particularly in minority, at-risk, and hard to reach communities throughout the Los Angeles area.

As part of this program, ISD has been tasked with four workstreams: (1) provide technical assistance to small businesses and to small business recovery assistance providers, (2) trouble-shooting – identifying the hardest hit neighborhoods, and issues and bottlenecks affecting small business recovery, (3) building up the capacity of LA’s small business recovery capabilities, and (4) reporting on lessons learned, case studies, experiences, and effective practices emerging the small business recovery process.

The intern(s) will support these workstreams by gathering information, conducting interviews and surveys, publicizing available small business resources, investigating and researching issues, developing technical, operational, policy and other recommendations to help solve these issues, and interacting with small businesses, reporting on their story via video and social media and other means, and providing other assistance to ISD and other TFLA collaborators in order to accelerate LA’s small business recovery.

#### **Position Type and Compensation:**

Internship for undergraduate student - **\$600/mo**

Fellowship for graduate student - **\$1200/mo**

#### **Position Time Commitment:**

Minimum of 10 hours per week

#### **Position Function:**

The intern(s) will support the information gathering, research and technical assistance capabilities of the ISD program team and TFLA collaborators to enhance the resilience and sustainability of minority and at-risk Los Angeles small businesses and the communities that they serve.

**Position Responsibilities:**

- 1) Information Gathering
  - a. Interviews
  - b. Surveys
  - c. Background information
  - d. Issues/Challenges
- 2) Research Tools, Strategies, and Solutions
  - a. Possible sources of small business assistance
  - b. Technical and operational solutions
  - c. Public policy recommendations
- 3) Support ISD Resource Development
  - a. Social media additions
  - b. Video library additions
  - c. Directory additions
- 4) Reporting
  - a. Cover meetings on ISD's behalf
  - b. Analyze and report on information and research findings
  - c. Post videos, blogs, etc. capturing the story of LA's small business recovery
- 5) Support ISD and TFLA workshops, webinars, and operations

**Position Transportation Requirement:**

Access to reliable transportation to and within the L.A. County and L.A. City areas is required.

**Skills and Other Preferred Qualifications:**

- MS Office, particularly PowerPoint and Excel
- Survey tools
- Spanish proficiency
- Other language proficiency
- Video and/or social media proficiency
- Background in business, sustainability, environmental studies and/or public policy