

<b>JobID</b>	<b>Position</b>	<b>City</b>
<b>2785</b>	<b>Intern</b>	<b>Los Angeles</b>
<p>HRS/DAYS: 20 hours or less      JOB DUTIES: Connect and engage with local Latino Community. Occasional weekend work involving premieres, promotional screenings, special events and talent handing. Assist in screening full attendance at promotional and word-of-mouth screenings. Assist in researching promotional reports, charts, photo recaps, screenings reports and word of mouth reports. Assist in pitching and creating radio, print, television, online, retail and college promotions. Assist in pitching features, review, scheduling phone interviews and servicing press materials. Assist with word-mouth promotion, special events and stunts. And other duties. REQ SKILLS: No experience is necessary, but interest in learning the ins and outs of marketing, promotions and/ or publicity is certainly necessary. Marketing, Communications, Media, Film or Business related majors are preferred, but not required. Additional ideal candidates posses excellent communication skills and should be: ready to learn, outgoing and enthusiastic, computer literate, punctual and responsible</p>		

<b>2799</b>	<b>LDIR Intern</b>	<b>Los Angeles</b>
<p>HRS/DAYS:      JOB DUTIES: Support high school students in our programs to create visual media projects. Train students in the art of storytelling and storyboard. Prepare students to conduct interviews. Teach students basics of lighting, sound and recording. Guide students through editing process. Help to create a structure for students to complete their projects and help students coordinate filming and other work associated with projects.      REQ SKILLS: Be available during traditional school hours and some afternoon hours (only if needed). We have classes/programs throughout the day, hours are flexible. Have experience with video editing. Knowledgeable about internet resources for video production (music, images, etc.) Be familiar with video editing software. Experience working with youth preferred. Background in social justice work Preferred.</p>		

<b>JobID</b>	<b>Position</b>	<b>City</b>
<b>2804</b>	<b><i>Computer Tech</i></b>	<b>Los Angeles</b>
<p>HRS/DAYS: 8hrs/day 5days/week JOB DUTIES: Assist in the Due Diligence process of acquisitions including research of market data and assumptions through brokers, agents and other consultants. Assist in the preparation of recommendations for management of existing assets and analyze the impact that various decisions would have on the performance of the investment, including easing, financing, budgeting and proposing recommendation on the Hold/See analysis. Evaluate and compare actual performance of investments to projected results and assist in the strategic review of current business plans. REQ SKILLS: Microsoft Word, Excel</p>		
<b>2805</b>	<b><i>Financial Services</i></b>	<b>Los Angeles</b>
<p>HRS/DAYS: 8hrs/day 5days/week JOB DUTIES: Assist in the Due Diligence process of acquisitions including research of market data and assumptions through brokers, agents and other consultants. Assist in the preparation of recommendations for management of existing assets and analyze the impact that various decisions would have on the performance of the investment, including easing, financing, budgeting and proposing recommendation on the Hold/See analysis. Evaluate and compare actual performance of investments to projected results and assist in the strategic review of current business plans. REQ SKILLS: Microsoft Word, Excel</p>		
<b>2806</b>	<b><i>Unpaid Internship</i></b>	<b>Los Angeles</b>
<p>HRS/DAYS: 8hrs/day 5days/week JOB DUTIES: Assist in the Due Diligence process of acquisitions including research of market data and assumptions through brokers, agents and other consultants. Assist in the preparation of recommendations for management of existing assets and analyze the impact that various decisions would have on the performance of the investment, including easing, financing, budgeting and proposing recommendation on the Hold/See analysis. Evaluate and compare actual performance of investments to projected results and assist in the strategic review of current business plans. REQ SKILLS: Microsoft Word, Excel</p>		

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<b>2809</b>	<b><i>ADMIN/MARKETING INTERN</i></b>	<b>Los Angeles</b>
	HRS/DAYS: Internship begins after June 1. Monday - Friday 10-5 or 6 (Deadline May 12, 2012) JOB DUTIES: The intern will help represent the company to potential sponsors and funders, including by phone. Will help to coordinate bookings, fund-raising and performance projects. REQ SKILLS: Intern should have an interest and knowledge of web 2.0 and new social media communication and marketing skills, as well as strong verbal and communication skills.	
<b>2814</b>	<b><i>Campaign Intern</i></b>	<b>San Gabriel</b>
	HRS/DAYS: Weekdays, some weekend/evening JOB DUTIES: Assist with administrative tasks, data entry, phone banking, canvassing and event coordinating REQ SKILLS: students interested in a career in politics good communication skills, ability to understand direction	
<b>2826</b>	<b><i>Community organizer, arts intern</i></b>	<b>Los Angeles</b>
	HRS/DAYS: 15 hrs JOB DUTIES: Develop initiatives and programs to reduce substance abuse. Learn business processes REQ SKILLS: Leadership & management skills. Computer skills, analytical skills, community organizing	
<b>2830</b>	<b><i>entertainment management company</i></b>	<b>Sherman Oaks</b>
	HRS/DAYS: 9am-4pm JOB DUTIES: General office tasks, database organization, script reading, creative marketing ideas, handling calendar, event research REQ SKILLS: Hard working, fast learning, social media savvy, willing to grow with company.	

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**2847**

***Intern***

**Pasadena**

HRS/DAYS: 3 days/ week      JOB DUTIES: Intern will work closely with AARP staff, volunteers and partner organizations to coordinate efforts regarding our Drive To End Hunger campaign. There will be opportunities to lead a campaign, collect data to use in developing reports and recommendations, and coordinate efforts with internal and external partners.      REQ SKILLS: Secondary education students in Program Management, Social Work or related areas of study. Ability to work well with diverse populations, plan and implement programs or projects, collaborate with other organizations around AARP priority issues. Possess good organizational and communication skills. Proficient in Microsoft Office (Word, Excel, PowerPoint programs), online search tools and commit of 21 hours per week