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## City of Los Angeles



## LOS ANGELES HOUSING DEPARTMENT

1200 West 7th Street, 9th Floor  
Los Angeles, CA 90017  
Tel: 213.808.8808

[housing.lacity.org](http://housing.lacity.org)

**Eric Garcetti, Mayor**

October 12, 2021

Thank you for your interest in volunteering for the City of Los Angeles Housing Department (LAHD). The Systems Division is looking for talented and highly motivated, currently enrolled college students, who seek excellent hands-on experience related to the Computer Science and Computer/Management Information Systems. This unpaid internship (internally called volunteer) is structured in a way that projects are assigned based on the candidate's interests. This is an excellent opportunity for individuals who want to gain real world work experience in software development. Many found this opportunity a great accomplishment and valuable experience in future endeavors.

Volunteer opportunities are available during our business hours; Mondays to Fridays, 7:00am – 5:00pm. A minimum of 16 hours per week with 3+ hours of time blocks and consistent schedule every quarter or semester in school are required. We are located at 1200 West 7th St, Los Angeles CA 90017. Please email [lahd.systemspersonnel@lacity.org](mailto:lahd.systemspersonnel@lacity.org) for more information about volunteer opportunities.

Below are the volunteer opportunities currently available:

### **Software Application Support**

This is a project-based hands-on experience in software development, unit/regression testing, agile/scrum methodologies, programming in [ASP.NET](#) MVC, database programming in T-SQL and code management through Team Foundation Server. Volunteers will put their basic software programming skills to practice by creating new features to existing applications. Individuals with verbal and customer service skills will also have the opportunity to provide technical assistance to users, enhance existing software to suit user's needs and create technical documentations.

### **User Experience, Website development, Business Analysis and Quality Assurance**

Volunteers will be participating in the initial and the final phase of the software development cycle. Individuals with interests in business analysis and user experience will have the opportunity to use their great communication, writing and presentation skills by performing requirement gathering, wireframe design, writing user guides, quality assurance testing and conducting user training sessions. Volunteers with interests in user experience and website development will have the opportunity to design and develop websites using web development tool like WordPress.

### **Data analysis and Reporting**

This opportunity concentrates on experiences in database and data analysis projects. Volunteers with interests in data analysis and reporting will have opportunities to put their T-SQL, Power BI and SSRS skills to use by designing and creating dashboards and executive reports, creating data dictionaries for reports to explain the data definition and report assumptions, designing and documenting databases in data migration. Individuals will use their analytical skills to analyze and interpret ad-hoc data requests, create appropriate data queries, troubleshoot data issues, modify existing stored procedures to improve performance and optimize SQL query.

In Accordance with Ordinance No. 187134, COVID-19 Vaccination Requirement for all Current and Future City Employees, all employees, contractors, and volunteers must report their vaccination status and be fully vaccinated for COVID-19, or request an exemption on the basis of a medical condition or restrictions, or sincerely held religious belief.

An Equal Opportunity Employer