



Hack for LA Internship Summer '22

Role descriptions and postings

[Hack for LA - Project Manager](#)

[Hack for LA - Software Engineer](#)

Hack for LA - Project Manager

Eligibility: Current 10th, 11th, 12th, College-age alum

Industry: Tech/Nonprofit

Compensation: Community Service Hours

Location: Virtual

Number of Positions Available: 2

Time Frame: 30 hrs/week for 6 weeks, June 20th-July 29th

Working Hours

At the start of the internship, Mentor and intern will negotiate specific weekly meetings based on mutual availability, except for project meetings, which are already preset. There are several projects to choose from, and we will find the best fit (availability, and capability) for the candidate and the org when we do interviews.

Meetings are scheduled and must be attended*. All other work can be arranged around personal commitments, such as family dinners, as long as the total number of hours are logged. Please see the [Hack for LA Internship Wiki - Meeting Times for 2022 Project Manager Interns](#) - for specific dates and times.

*Exceptions to scheduled meetings can be arranged if disclosed during the application process (e.g., last year, two of the interns needed to miss meetings for travel time to arrive at their family's vacation destination, one intern had a church time conflict and could only attend a portion of a specific weekly meeting, etc.). Additionally, we realize that emergencies do come up and will work with you to help successfully complete the internship.

Computer Requirements

Students will need to use their own computers. All the software we use is free, you will not be expected to buy anything. However, there is a list of minimum requirements for your office tool:

- Hard drive space (during the internship) for collecting images or other assets as needed.*
- Computer must have a camera and microphone*
- A quiet place to work from when in Zoom meetings
- Stable internet connection

*If you do not have a computer that can accommodate these requirements, we may be able to source a loaner. Please indicate in your application.

About Hack for LA

Hack for LA (hackforla.org) is a project of **Code for America** and its official Los Angeles chapter.

Hack for LA brings together civic-minded volunteers to build digital products, programs and services with community partners and local government to address issues in the LA region.

About the Internship:

The internship at Hack for LA will provide students with an opportunity to work on real life, open source projects, while collaborating with cross-functional teams. It will provide a platform to utilize their existing skills and learn new, in demand skills as they progress.

As a **Hack for LA Project Manager Intern**, you will get an opportunity to work directly with our Executive Director, who is a seasoned entrepreneur and a Civic Tech Movement leader. As you shadow her daily routine (attending a wide variety of staff and team meetings), you will touch every functional area of our organization and gain an insight into what running a fast-paced nonprofit looks like.

Main Responsibilities:

- Work on a wide variety of deliverables, across a whole portfolio of civic tech projects
- Assess and remove blockers to help drive projects forward
- Utilize Slack/Slackbot for communication
- Create spreadsheets in Google Sheets
- Manage GitHub project boards
- Create Job Aids to improve quality and quantity of team performance

Skills Required:

- Online and in person (zoom) communication skills

- Problem-solving
- Innovation
- Growth mindset
- Ability or interest in providing and receiving constructive critique to improve team performance
- Positive and enthusiastic demeanor

What Professional Experience and Knowledge Will Interns Gain from Working at Your Organization?

You will gain confidence, competence and deliverables, comparable to having your first professional employed position. You will:

- Take initiative, conduct research and learn when to ask for guidance
- Work with team members who have varying levels of availability and priorities
- Collaborate with people of all ages and skills
- Create professional documentation and visual assets
- Get hands-on exposure and manage multiple reporting structures and styles
- Network outside your department
- Find mentors
- Receive coaching and editing help to present education and work experience on your LinkedIn profile (leaving with a fully built out profile)
- Learn unwritten rules of office work

What you will bring to the Internship

Innate understanding of:

- Youth Culture and Communication Norms
- Digital Environments

and Fresh Perspectives

More Details

For more details, see Hack for LA's Internship project [WIKI Intern Overview Page](#)

If you have additional questions, **please [register](#) and attend our 40 minute - Ask Me anything Zoom session** on Feb 16, 2022 01:00 PM PST

Hack for LA - Software Engineer

Eligibility: Rising 10th, 10th, 11th, 12th, College-age alum

Industry: Tech/Nonprofit

Compensation: Community Service Hours

Location: Virtual

Number of Positions Available: 8

Time Frame: 30 hrs/week for 6 weeks, June 20th-July 29th

Working Hours

At the start of the internship, Mentor and intern will negotiate specific weekly meetings based on mutual availability, except for project meetings, which are already preset. There are several projects to choose from, and we will find the best fit (availability, and capability) for the candidate and the org when we do interviews.

Meetings are scheduled and must be attended*. All other work can be arranged around personal commitments, such as family dinners, as long as the total number of hours are logged. Please see the [Hack for LA Internship Wiki - Meeting Times for 2022 Software Engineering Interns](#) - for specific dates and times.

*Exceptions to scheduled meetings can be arranged if disclosed during the application process (e.g., last year, two of the interns needed to miss meetings for travel time to arrive at their family's vacation destination, one intern had a church time conflict and could only attend a portion of a specific weekly meeting, etc.). Additionally, we realize that emergencies do come up and will work with you to help successfully complete the internship.

Computer Requirements

Students will need to use their own computers. All the software we use is free, you will not be expected to buy anything. However, there is a list of minimum requirements for your office tool:

- Hard drive space (at a minimum) 300 MB (during the internship) for Git tools (free)*

- Computer must have a camera and microphone*
- A quiet place to work from when in Zoom meetings
- Stable internet connection

*If you do not have a computer that can accommodate these requirements, we may be able to source a loaner. Please indicate in your application.

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As a **Hack for LA Software Engineer Intern**, your tasks will include coding, debugging and working on design elements. This means combining the art of design with the science of programming and translating UI/UX wire framing into code. If you have a stronger preference for Back End or Front End work, you will get a chance to spend focused time on that.

Main Responsibilities:

- Determine the structure and design of web pages
- Develop features to enhance the user experience
- Build reusable code for future use
- Optimize web pages for maximum speed and scalability
- Utilize a variety of languages to write web pages
- Maintain brand consistency throughout design
- Write reusable code and libraries
- Validate input before submitting to backend
- Bridge the gap between graphic design and technical implementation
- Translate UI/UX design wireframes to actual code
- Performing technical audits
- Perform and document technical research
- Review team members pull requests
- Create and Edit and utilize class files

Skills Required:

- Experience and/or interest in Computer Science
- General understanding or interest in/of key design principles
- Proficiency or interest in learning HTML, CSS, JavaScript and jQuery
- Experience or interest in graphic design applications such as Figma
- Experience or interest in responsive and adaptive design
- Good problem-solving skills
- Ability or interest in learning how to communicate effectively
- Ability or interest in providing and receiving constructive critique to improve team performance
- Positive demeanor

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