



## **OVERVIEW OF CPD SUMMER ASSOCIATE PROGRAM AT THE MAYOR'S OFFICE OF INTERNATIONAL AFFAIRS, LOS ANGELES**

This internship is an opportunity for a USC student to gain experience in international affairs by contributing to the day-to-day operations of the Mayor's Office of International Affairs, as well as taking part in longer term projects and assignments. Full-time internships are available on a rolling basis, with a minimum requirement of 15 hours a week for a 8-week period. Interns will report to one of three Directors. Upon successful completion of the full-time internship, CPD Summer Associates will receive a \$1,000 stipend. Free parking is provided.

### **MAYOR'S OFFICE OF INTERNATIONAL AFFAIRS**

The mission of the Mayor's Office of International Affairs (MOIA) is to expand L.A.'s global connections and influence to bring more jobs, economic opportunity, culture, education, and visitors to Los Angeles. Led by Deputy Mayor (Amb.) Nina Hachigian, MOIA works with partners to ensure Los Angeles is the best city it can be for the 2028 Olympic and Paralympic Games and beyond, as well as advancing L.A.'s international leadership on issues, such as sustainability, inclusiveness, resiliency, and innovation.

MOIA oversees three key areas: 1) international relations, policy, and protocol, 2) international trade and investment, and 3) Olympic and Paralympic development.

The office is the City's primary liaison to the City's diplomatic corps, international partners and organizations, and visiting foreign delegations. The office also focuses on attracting foreign investment to Los Angeles, as well as working across the city on readiness and legacy efforts for the 2028 Olympic and Paralympic Games. MOIA also works with city, county, and external partners on the Sustainable Development Goals, a framework put forward by the United Nations (UN) for tracking progress on specific indicators relating to social and environmental advancement. The office helps organize major international events in L.A., represents the City at international conferences and forums, staffs Mayor Eric Garcetti's foreign engagements and travel, and provides the City policy guidance on global issues.

### **RESPONSIBILITIES:**

- Conduct research concerning international relations, international trade, economic policy, and other topics, as needed
- Assist with arranging and hosting international delegations at City Hall
- Draft briefing papers, memos, presentations, and talking points, as requested

- Assist Directors in executing projects and large-scale events, as needed
- Engage with other Mayor's office or city staff on areas of collaboration, as directed
- Provide clerical and other administrative support, as required

### **ELIGIBILITY**

- Interns must be a current undergraduate or graduate student at the University of Southern California (USC).
- Ideal candidates must:
  - Possess excellent verbal and written communication skills
  - Strong research skills
  - Have high attention to detail
  - Be able to work effectively with minimal guidance
  - Demonstrate a commitment to public service
  - Be able to thrive in a fast-paced environment

### **TO APPLY**

Candidates for the CPD Summer Associate internship at the Mayor's Office of International Affairs should send a resume, cover letter, and short writing sample (2-4 pages) to [sbwalton@usc.edu](mailto:sbwalton@usc.edu). In the cover letter, please identify the area of work that interests you most: 1) international relations, policy, and protocol, 2) international trade and investment, 3) Olympic and Paralympic development, and/or 4) UN Agenda 2030 and the Sustainable Development Goals. Applications will be reviewed until the position is filled.