



PUBLIC AFFAIRS INTERNSHIP OPPORTUNITY

POSITION SUMMARY:

The Water Replenishment District (WRD or District) is seeking a motivated Intern for the External Affairs Department. The intern will have the opportunity to gain real-world experience supporting various professional duties in the implementation and administration of District-wide public communication, public education, community outreach, conservation and social media relations programs, as well as plans and strategies to meet designated District public relations goals and objectives. Under supervision, this position will involve working with Publics Affairs Representatives, Government Affairs Representatives, project managers, water industry stakeholders, and the general public.

JOB REQUIREMENTS:

This multifaceted position will span a variety of activities and therefore require the incumbent to be highly motivated and exercise flexibility and discretion as they perform various tasks related to community outreach, government affairs, water education, as well as digital and print communications.

Primary job responsibilities include the following:

- Assists in implementing District-wide public communication, public education and media outreach programs, social media campaigns, and water conservation initiatives and activities.
- Assists with creating public relations and education materials and collateral, including promotional pieces, annual reports, guides, brochures, charts and other print/graphic materials; learns and implements the District's brand guidelines; conducts background research to write materials.
- Attend a variety of community events, meetings, and WRD tours and workshops.
- Complete administrative tasks such as: updating databases, tracking inventory, receiving and storing WRD promotional materials, packing and unpacking for events, processing accounting forms, and making or receiving phone calls.

QUALIFICATIONS:

The ideal candidate must be enrolled as a full-time student at an accredited college/university, with a minimum of one year completed, and be capable of working 15 to 18 hours per week. Candidates must have a valid California driver's license, the ability to maintain insurability under the District's vehicle insurance policy, and access to a car with prior notice as they may be required to events outside of the office.

Excellent written and verbal communication skills are essential for this position. The Public Affairs intern must be able to communicate clear, consistent messages as they relate to environmental and sustainability issues, in a variety of media, including press releases,



brochures, internet, and social media product guides. They must also have good interpersonal skills to deal with a diverse group of contacts, including multiple WRD departments, students, the general public, water industry professionals, and WRD's community partners.

Familiarity with the following is favored:

- Microsoft office products, especially Word, Excel, Outlook and PowerPoint;
- Community outreach events such as festivals, and/or education programs such as field trips, summer camps, and/or classroom presentations;
- Social media platforms including Facebook, Twitter, Instagram, Snapchat and LinkedIn;
- Design, photography, or video editing software a plus.
- Spanish-speaking applicants are encouraged to apply.

Ability to do the following is favored:

- Demonstrate excellent oral and written communication skills;
- Demonstrate a high level of organization, tact, and a positive outlook and drive;
- Work independently, or in a team setting;
- Gain an understanding of new concepts in a constantly changing environment;
- Work weekends and evenings with prior notice;
- Work outdoors under various weather conditions.

The District's internship program is designed to provide an opportunity for college students to gain real-world experience while applying the principals and practices obtained through their academic training. Incumbents must furnish proof of enrollment and class schedule each semester/quarter to remain in the program. The applicant must meet the following requirements for consideration: 1. must have completed at least one year in undergraduate school; 2. must be currently enrolled as a junior or senior in an undergraduate or graduate program at an accredited college or university or be a recent college graduate (within 6 months) with a degree in or closely related to the field of the internship.

Post-Offer Requirements:

- Successful completion of a pre-employment physical examination and drug screening
- Successful completion of a pre-employment background check.

COMPENSATION - STUDENT PROFESSIONAL CLASSIFICATION:

Undergraduate student - \$16.80 per hour, Graduate student - \$18.90 per hour

HOW TO APPLY:

Interested candidates can apply by downloading and completing an application available on the District website at <https://www.wrd.org/careers>. Please submit a cover letter and resume with your application. **No candidate will be considered without submission of a cover letter, resume, and a fully completed and signed employment application.**



APPLICATION DEADLINE IS: OPEN UNTIL FILLED

Completed application, cover letter, and resume may be submitted as follows:

Via mail to:

Tracey Burke, Human Resources Specialist
Water Replenishment District of Southern California
4040 Paramount Blvd.
Lakewood, CA 90712

Via email:

tburke@wrd.org