WRD INTERNSHIP OPPORTUNITY

Are you interested in making a difference in Southern California’s groundwater resources? The Water Replenishment District of Southern California (WRD) is seeking a flexible, part-time intern to join the Finance Department. As part of the Finance Team you will gain hands-on experience in procurement and contract administration. You will collaborate with industry professionals and provide as needed support to the Finance Department.

The ideal candidate will thrive in a fast-moving and professional environment. Selected candidates are detail-oriented, organized, willing to learn and able to bring new and fresh ideas to WRD. Working under the direct supervision of the Project Administrator you will have the opportunity to use problem solving, communication, and decision-making skills. You will provide an active role in supporting a variety of the functions, which include but are not limited to the following:

- Perform a variety of administrative support duties such as review insurance certificates, prepare, scan and archive solicitation (RFQ, RFP, RFB, etc.) and contract documents, data entry, gather and conduct research, prepare spreadsheets and other similar functions;
- Analyze, generate and maintain records and other materials necessary for departmental use;
- Answer and make phone calls, respond to department related needs and requests;
- Be flexible, have good verbal and written communication skills, computer skills and work well with others and with minimal supervision.

EDUCATION AND EXPERIENCE

- Current student pursuing an undergraduate or graduate degree in Supply Chain Management, Public Administration, Business Administration, Finance or a related field preferred;
- Must have knowledge of general office practices and be proficient in Microsoft Office
- Must possess and retain a valid Class C California driver's license with good driving record
- The internship position will remain open until filled;
- The internship is for a six-month period, extendable at the discretion of the District;
- Flexible, part-time (less than 30 hours per week) schedule coordinated to work with school schedules;
- Compensation of $12.00 to $15.00 per hour, subject to skills, experience, and qualifications;
- Possibility of a positive recommendation letter to the candidate based on performance;
- Copy of current college transcript;
- Successful completion of a pre-employment physical examination;
- Successful completion of a pre-employment background check;
- Valid California Driver’s License and proof of auto insurance.

CONTACT

Send a completed WRD Application (available at www.wrd.org) and cover letter/resume directly to Tracey Burke via email: tburke@wrd.org, or via mail to WRD, 4040 Paramount Blvd., Lakewood, CA 90712.

Learn more about the Water Replenishment District of Southern California at www.wrd.org