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WRD INTERNSHIP OPPORTUNITY – DEPARTMENT OF ADMINISTRATION AND HUMAN RESOURCES

The Water Replenishment District of Southern California (WRD) is seeking a paid, part-time intern to join the Department of Administration and Human Resources. The Department of Administration and Human Resources is crucial to District operations as it includes Administration, Board Services, Contracts, and Human Resources.

The successful candidate will gain real-life work experience in a fast-moving and professional environment. Working under the direction of the Manager of Administration and Human Resources, the Intern will work with a variety of professional staff from throughout the District, including administrative, human resources, accounting, engineering, hydrogeology, government and public affairs, elected officials, and other interns. The Intern will also have the opportunity to learn about the management and preservation of southern California's groundwater resources.

The successful candidate will gain valuable instruction and experience in a variety of administrative functions including, but not limited to: answering, screening and routing telephone calls and messages; greeting and directing visitors; using various software applications; screening and distribution of mail; scanning, photocopying, archiving documents, and more.

Candidate must be able to communicate clearly, both verbally and in writing. Candidate must be prompt, reliable, discreet, and able to follow direction.

WRD INTERNSHIP – DETAILS AND REQUIREMENTS

- 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;
- Must be enrolled in a college undergraduate, or graduate program. Undergraduates must be in second year of studies;
- 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), cover letter, and resume via email to: hr@wrd.org, or via mail to WRD, Attn: Human Resources, 4040 Paramount Blvd., Lakewood, CA 90712.

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