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## WRD INTERNSHIP OPPORTUNITY

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

The Internal Services Department Intern 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 including engineers, hydrogeologists, technical, human resources, administrative, government and public affairs, and elected officials. The Intern will also have the opportunity to learn about the management and preservation of southern California's precious 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, and archiving documents. 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 schedule coordinated to work with school schedules;
- Compensation of \$12.00 to \$15.00 per hour, subject to skills, qualifications, and level of education;
- Possibility of a positive recommendation letter to the candidate based on performance;
- Must be enrolled in a college undergraduate program, second year preferred;
- Business, Public Administration, or Political Science related major;
- 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 and cover letter / resume directly to Brandon Mims via email: [bmims@ wrd.org](mailto:bmims@ 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](http://www.wrd.org)