



## **WATER RESOURCES INTERNSHIP OPPORTUNITY**

The Water Replenishment District of Southern California (WRD or District) is seeking a motivated intern for its Water Resources Department. This intern will have the opportunity to gain real world experience supporting various water resources related projects, policy, planning efforts and activities associated with the District's management of local water resources. The Water Resources Department is a technical planning department responsible for overseeing all planning and environmental review efforts related to the water resources of the Central and West Coast groundwater Basins and managing and participating in the development and analyses of capital infrastructure projects. Under supervision, this position will work with professional engineers, hydrogeologists, water resources professionals, and other District personnel.

### **POSITION SUMMARY:**

This multifaceted position will span a variety of activities and therefore require the incumbent to be highly motivated and exercise flexibility while performing various tasks related to the District's water resources. This internship will span a wide range of projects and programs require a fast paced and self-motivated individual. The ideal candidate must be enrolled as a full-time student at an accredited college/university and be capable of working 15-20 hours, year-round. Interns may work no more than 980 hours per year.

### **QUALIFICATIONS:**

- Competency in the use of business computer applications such as spreadsheets, word processing and presentations via Microsoft Office platform
- Basic knowledge of planning, coordinating, and scheduling projects
- Excellent written, verbal and organizational skills
- Ability to perform duties in a timely manner with minimal supervision once trained
- Genuine interest in Los Angeles' water resources
- Out of the box thinker who is interested in developing new programs to secure future water resources

Assignments may include, but are not limited to:

- Support the management of programs and projects
- Collection, analyzation and interpretation of data (historical, statistical, etc.)
- Preparation and/or review of spreadsheets, plans, presentations and other technical documents
- Attendance at project meetings and participation in District events
- Assistance with preparing grant applications and management of grant consultants
- Invoice processing, tracking and analysis
- Database development and management for water tracking and analysis
- Developing staff reports and updates for WRD's Committee and Board meetings
- Support coordination and the legislative and policy analysis for new proposed programs
- Management and tracking of District association participation and department contracts
- Developing a repository and database for current and historical agreements with other agencies

*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 program requirements for consideration: 1. must have at least one year remaining in school; 2. must be currently enrolled full-time in an accredited program related to this field.*

**COMPENSATION:** \$13-\$15 per hour (depending on experience)

**HOW TO APPLY:**

Interested candidates can apply by downloading and completing an application available on the District website at [www.wrd.org](http://www.wrd.org). 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. First review of applications will be Monday, February 24, 2020. This internship position will remain open until filled.**

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

Via mail to:

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

Via email:

[hr@wrd.org](mailto:hr@wrd.org)