



Central Basin
Municipal Water District

Internship Opportunity

Public Affairs Department

Salary Range: \$13.00 - \$15.00 / Hour, DOE

The Position

Under direction of the Public Affairs Manager, the intern researches and writes materials for media and District website and publications.

Key responsibilities: Provides assistance to the Conservation Coordinator in implementing water conservation grant programs; updates the District's social media and District website with new content to promote programs, projects or events; researches and composes various informational materials, including, but not limited to, annual reports, fact sheets, newsletters, bill inserts, etc. for distribution to the media or general public; assists in preparing public information materials for presentation; manages the department calendar of events; monitors regional water-related news and compiles weekly news article packets for the Board of Directors; supports staff at community events; takes and/or directs the taking of photographs, films, etc. as needed for publication purposes and to document District events; and other related duties as assigned.

Qualifications

The ideal candidate should have:

- Knowledge of social media (i.e. Facebook, Twitter, Blogging, etc);
- Knowledge of English grammar, spelling, punctuation and vocabulary; English composition; graphic arts and printing methods, materials and terminology;
- Skills in writing effective informational materials for a variety of media;
- Ability to use of computers, printers, copiers, FAX machines, cameras; audio-visual equipment and other related office equipment;
- Ability to work on several concurrent assignments under time pressures; and
- Ability to use sound judgment in the assembly, evaluation and dissemination of information.

The candidate must have a combination of education and experience to satisfy the mentioned knowledge, skills and abilities. Bilingual in Spanish is desirable.

A valid California Driver's License, vehicle, vehicle insurance and an acceptable driving record are required. Position responsibilities will require the employee to travel locally to attend meetings and presentations outside of the usual working hours.

Flexible part-time work schedule to be mutually determined by intern and Public Affairs Manager. This internship is expected to last no longer than one-year.

Occasionally, lift and carry materials up to 30 pounds is required. Duties may require maintaining a physical condition necessary for sitting, kneeling, crouching, standing, or walking for prolonged period of time.

Application Process

Deadline for applying: Friday August 27, 2010

District application (available on centralbasin.org), resume with cover letter and 2 writing samples are required. File online at centralbasin.org (click on "Jobs" link).

Resumes will not be accepted in lieu of a completed District application. Those applicants with the most relevant qualifications will be invited to participate further in the screening process.

E-mail questions to: jobs@centralbasin.org. No phone calls please.