



**ROWLAND WATER DISTRICT**  
3021 Fullerton Road, Rowland Heights, CA 91748  
[www.rwd.org](http://www.rwd.org)

*"We are devoted to caring for our neighbors and our future."*

**PAID INTERNSHIP**  
**EDUCATION/COMMUNITY RELATIONS INTERN**  
**One (1) Open Position**

**Deadline to file applications: May 31, 2023**  
Please note that this recruitment may close at any time without prior notice.

**SALARY AND BENEFITS**

**SALARY: \$18.95 per hour**

- Medical Insurance plan paid 100% by District by ninetieth (90) day of employment.
- \$150.00 boot allowance after ninetieth (90) day of employment.
- 24 hours paid sick leave.

**DEFINITION**

This Internship is a paid position where the individual shall work directly with District staff on tasks associated with water education and community relations. This opportunity will provide the intern with a practical entry level knowledge base and a hands-on skill set to enable the candidate to seek full-time employment within the water industry.

The intern must be able to work for at least a minimum of six months. Work hours are flexible and average approximately 20 hours per week, **not to exceed** 1,000 hours in a fiscal year period. Weekend and evening work may be required on an as-needed basis.

**POSITION CHARACTERISTICS**

Under general supervision, executes tasks in support of the District's community relations, water education programs, and communications and water efficiency campaigns, and performs other work as assigned. The ideal candidate would be a self-motivated, actively engaged person looking to acquire some real-world job experience in the water industry. This experience will be an invaluable asset for those seeking permanent employment in the industry.

**EXAMPLE OF DUTIES** – Duties may include, but are not limited to, the following:

- Create exciting written, visual, and video content for the District's website and social media channels; monitoring comments and questions; periodically reviewing website links for accuracy; and measuring campaign effectiveness via the website and social media analytics.
- Collaborate with staff on ideas for media and communication outreach to disseminate the District's message to various audiences.

## **EXAMPLE OF DUTIES** – continued

- Maintain and use District branding and style standards in the preparation of brochures, flyers, social media post, and employee monthly newsletter.
- Plan and coordinate the District’s participation in community outreach events.
- Attend District Board meetings, residential landscape classes, and other public meetings, as needed, to make presentations, take photos/videos, and/or promote the District’s public relations efforts.
- Represent the District at water education and water use efficiency coordination meetings as assigned.
- Respond to customers or school educator inquiries in-person or by telephone, mail, e-mail, or fax regarding a broad range of questions regarding water resources, water efficiency or educational programs.

## **EDUCATION AND EXPERIENCE**

- High school diploma or equivalent.
- Graduation or current enrollment in undergraduate or graduate studies in accredited college or university with major work in Communication Studies, Graphic Design, Journalism, Public Relations, Business Administration, Public Administration, or closely related field.
- Operation and use of computer programs within Microsoft Office 365, including MS Word, PowerPoint, MS Excel, and MS Outlook, Canva and/or other graphic design software.
- Ability to speak a second language is highly desirable.

## **SPECIAL REQUIREMENTS**

- Possession of a valid California Driver’s License (Class C) issued by the State Department of Motor Vehicles. Proof of a good driving record free of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the district’s automobile liability insurance rates.
- Required to pass a physical examination which includes an initial drug screening. The district will also conduct a comprehensive pre-employment background investigation.

## **APPLICATION PROCESS**

Visit [www.rwd.org](http://www.rwd.org) for a complete job description. Applications can be completed and submitted online along with a resume and cover letter at [www.rwd.org/careers](http://www.rwd.org/careers).