



JULY 2026
FLSA: NON-EXEMPT

COMMUNITY AFFAIRS INTERN

DEFINITION

Under immediate supervision, performs a variety of duties to support the District's community affairs department's programs, including public outreach, water education, and water use efficiency programs. This internship is designed to be both educational and practical in gaining the necessary experience to be better prepared to work in the arena of community affairs.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate direction from the Community and External Affairs Manager. Exercises no direct supervision of staff.

TERM OF SERVICE

The term of the internship is limited to 960 hours per fiscal year (July 1 – June 30). The intern and supervisor shall set a flexible schedule of 16-20 hours of work per week.

EXAMPLES OF TYPICAL JOB FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Supports the District's public outreach, water education, and water use efficiency programs. Tasks may include writing newsletter articles, web content updates, participating in community events, developing District event displays, preparing mass mailings to select customer groups, scheduling school site visits, distributing education materials, and promoting incentive and rebate programs.
- Assists with drought or water shortage communications, outreach, and activities associated with water use restrictions.
- Assists in preparation of various outreach, education, and water use efficiency materials.
- Responds to customer requests regarding information on water use efficiency and water education programs and activities.
- Assists in presenting water use efficiency and water education programs to schools, civic organizations, homeowner associations, businesses, and other groups.
- Supports coordination and logistics for community events, workshops, and meetings, including preparation of materials, gathering supplies, event set-up and event staffing.
- Attends water education and water use efficiency coordination meetings, as assigned.
- Performs related duties or special projects as assigned.

QUALIFICATIONS

Knowledge of:

- Standard telephone and email communication techniques.
- Microsoft Windows, Microsoft Office (Word, Excel, Outlook, PowerPoint), Canva, and social media platforms. Additional desktop publishing, GIS, database, and photo editing software knowledge highly desirable but not required.
- Principles and practices of sound business communication; correct English usage, including spelling, vocabulary, grammar and punctuation.
- Modern office methods and procedures.

Ability to:

- Organize, set priorities, take initiative, and exercise sound independent judgment within areas of responsibility.
- Work on simultaneous assignments with attention to schedules and deadlines.
- Maintain quality of work through attention to detail and accurate preparation of work product.
- Understand and follow written and oral instructions.
- Communicate clearly and effectively, both orally and in writing.
- Present professional image and communicate effectively with others.
- Establish and maintain highly effective working relationships with District management, staff, stakeholders, external agencies, the public and others encountered in the course of work.
- Organize and maintain complete and extensive files and records.
- Operate modern office equipment, including a computer and software programs, and copier/scanner, video equipment and mobile devices.
- Prepare clear, concise, accurate and complete documents, presentation, reports, publications, correspondence, records, and other written materials.
- Use a high degree of tact, diplomacy and discretion in dealing with sensitive situations and concerned individuals.
- Provide a high level of customer service to effectively engage with customers, the community, and District staff.

Education and Experience:

The position is designed to provide a current college student with two (2) years of college work at an accredited college or university (undergraduate or graduate level) or recent graduate from a four (4) year accredited college or university (within the last two years) with meaningful work experience to supplement their academic curriculum and enhance their future career development. Priority will be given to applicants who have substantial coursework in public or business administration, public relations, communications, environmental studies, water resources, or a closely related field. Candidate must possess the ability to read and write at a level required of assigned duties.

Licenses; Certificates; Special Requirements:

- Possession of a valid California Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing and walking may be required When attending events, activities, and workshops. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, pull, and load/unload materials and objects weighing up to 25 pounds and heavier weight with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Staffing for events, workshops and activities may occur outdoors with exposure to weather and varying temperatures. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.