



EMPLOYMENT OPPORTUNITY WATER USE EFFICIENCY INTERN

HOURLY RATE: DEPENDENT UPON ON EDUCATION AND WORK EXPERIENCE (PART-TIME)

POSITION SUMMARY: This is a part-time, temporary position, limited to approximately 1,000 hours (may average up to 19 hours per week) per fiscal year (July 1 to June 30). Hours are flexible depending upon Department needs and intern's school schedule. Periodic evening or weekend work hours may be required. Under immediate supervision of department program managers, completes a variety of routine assignments and research in support of the Department's goals and needs. Assignments relating to conservation program implementation will be performed as part of a systematic training program in water use efficiency. Information regarding MWDOC's Water Use Efficiency conservation programs can be found at www.ocwatersmart.com.

ABILITY TO:

- Provide ongoing assistance to Program Managers with the implementation of water-use efficiency programs that promote, to all sectors of the public, the efficient use of water;
- This assistance may include rebate processing, phone and written communication with program participants, qualifying eligibility of participants, tabulating and recording program results, manipulating data into various databases including Access, and preparing invoices for member agencies.
- Perform research, coordinate data and prepare clear and comprehensive reports;
- Communicate clearly, concisely, and effectively in both oral and written forms;
- Make sound analyses and evaluations;
- Use a variety of tools, devices, and equipment specific to an office environment;
- Plan, organize and perform the duties of the position;
- Establish and maintain effective professional working relationships with the public, retail water agencies and co-workers.

KNOWLEDGE OF:

- Basic principles and methods of water use efficiency, marketing, public relations and/or public administration are beneficial;
- High level of proficiency with Microsoft Office applications especially Word, Excel and Access;
- High degree of customer service skills;
- Or familiarity with MWDOC's conservation programs (www.ocwatersmart.com);
- horticultural practices, landscape/irrigation design and management are useful, but not required;
- Statistical and research methodology, and/or survey techniques are useful, but not required.

QUALIFICATIONS: Any combination of education and experience that would provide the necessary skills, knowledge and abilities required to perform the job. Applicant must be currently enrolled in an accredited college or university.

PHYSICAL ACTIVITIES: Work in an office setting (90%); stand or sit for prolonged periods of time; operate standard office equipment; push, pull, lift, and/or carry approximately 25 pounds. May be exposed to outdoor weather conditions (10%).

LICENSE OR CERTIFICATE REQUIREMENTS: Possess and maintain a valid California driver's license and an acceptable driving record as position may require driving to various locations and meetings.

The specific statements shown in each section of this description are not limited to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

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