

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** STUDENT INTERN  
**DEPARTMENT:** PUBLIC AFFAIRS (PA) **SUPERVISOR:** DIRECTOR OF PUBLIC AFFAIRS  
**STATUS:** NON –EXEMPT  
**PAY GRADE:** \$13.51 (STARTING HOURLY RATE FROM \$13.51 (DOQ) - HOURLY RATE MAXIMUM - \$20.20)

The purpose of the Intern Program is to introduce students to the working environments within the field or profession they are studying and to nurture their educational development leading toward undergrad or graduate program. This is a part-time, temporary position, limited to no greater than 1,000 hours per fiscal year (July 1 to June 30). Hours are flexible depending upon department needs and intern’s school schedule. Some evening or weekend work hours may be required.

**Duties and Responsibilities (Essential Functions):** Under direct supervision, trains with staff in the area of Public Affairs and will have the opportunity to gain exposure in a wide range of water industry activities. The student intern will complete a variety of routine assignments in support of the Department’s goals and needs. Responsibilities include, but are not limited to, assisting and supporting professional and technical staff with a variety of tasks such as government and media relations, community outreach and education programs, as well as internal communications; assist with articles for internally produced publications; research news articles and prepare weekly press clips for Board members and Executive staff; design and layout a variety of graphic materials, assist with coordinating and staffing community and special events; assist with creating content and implementing social media efforts; organize distribution of materials to a variety of audiences; assist with the development of presentations; coordinate meetings; update spreadsheets and prepare reports in Excel, Constant Contact, and other applications as needed; work with the District’s member agencies; clerical tasks; special projects as assigned.

**Qualifications (Knowledge, Skills and Abilities):** Candidates must be enrolled as a college student at the time of hire. Effective oral and written communication skills in English are required; use a variety of design software including Adobe Creative Suite products such as Photoshop, Illustrator and InDesign; experience using MS Office suite; strong organizational skills, basic business etiquette and customer service skills are necessary. Students studying Communications, Public Relations, Journalism, Marketing, Business Administration, or Public Administration are preferred.

**Requirements:** Possess and maintain a valid California driver's license, automobile insurance, and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:** **Environment:** Standard office setting. Required to work some evening and weekend hours; may be required to travel to attend meetings via car, bus or air transportation.  
**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information; **Vision:** See in the normal visual range with or without correction; **Hearing:** Hear in the normal audio range with or without correction.

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