



CRESCENTA VALLEY WATER DISTRICT WATER QUALITY & PUBLIC OUTREACH INTERN

SUMMARY DESCRIPTION

Crescenta Valley Water District (CVWD) is an organization focused on accomplishing its mission and vision. Its 2022 Strategic Plan laid the foundation for implementing strategic goals that provide long-term infrastructure reliability and water resource sustainability. We are currently looking to hire a motivated individual that is looking to start building their career with a unique hybrid opportunity that includes Water Quality and Public Outreach.

Working with the Regulatory & Public Affairs Department, the Intern will assist with a range of projects and tasks, including but not limited to: water quality monitoring and compliance; public outreach; program and content development; administrative support services; and other work as assigned.

This position requires a person who is deliberate about teamwork and professionalism, is flexible, a good listener, and can express ideas and exercise good judgement in analyzing situations and making decisions.

REPRESENTATIVE DUTIES

WATER QUALITY

- Program development and software implementation;
- Lab sampling documentation;
- Data input and filing;
- Perform related duties as required and as assigned.

PUBLIC OUTREACH

- Monitor water conservation complaints and follow up on water waste violations;
- Develop outreach materials such as presentations, mailers, website and social media content etc;
- Attends District outreach events, classes, and community events

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan.

In addition, the candidate will have completed or be pursuing a degree from a two or four-year institution in water quality, water technology, public affairs, public administration or a related field. The candidate should have a good understanding of computer systems, experience working in a professional office environment and a working knowledge of MS Office products.

JOB SPECIFICS

Pay: \$20-\$24/hour, depending on qualifications

Approximate Duration: April 2023 to August 2023 or later, depending on school or other schedule
Hours: Up to 40 hours/week between the hours of 7:00am to 4:30pm, Monday through Friday
Applications are available online at www.cvwd.com/employment. Applications and associated materials can be sent to James Lee at jlee@cvwd.com or submitted in person at 2700 Foothill Blvd. La Crescenta, CA 91214. Applications will be accepted until the position is filled.