



Job Title: Community Outreach Intern

Agency: Upper San Gabriel Valley Municipal Water District

Location: Monrovia, CA

Hourly Rate: \$18.00- \$20.00 – depending on qualifications

General Description

This is a part-time, temporary position available to undergrad/graduate students. Under the supervision of the Assistant General Manager, External Affairs, the candidate will have the opportunity to gain exposure in a wide range of water industry activities. Hours are flexible depending upon the district’s needs and intern’s school schedule. Some evening or weekend work hours may be required.

Job Description

The student intern will complete a variety of routine assignments in support of Upper District’s community outreach plan. Responsibilities include, but are not limited to, assisting and supporting staff with a variety of tasks such as community outreach, and educational program support. Assist with the development of external communications and presentations; research and compile news articles; create content and implement social media efforts and website management; staffing at outreach booths, meetings and special events; update internal databases; organize distribution of materials to a variety of audiences; clerical tasks and special projects as assigned.

Qualifications

Effective oral and written communication skills are required; strong independent work ethic; excellent organizational and time management skills; ability to multi-task and prioritize multiple deadlines; work within a team setting with multiple contributors on projects; must be proficient in a Windows environment, specifically with Microsoft Office Suite; basic business etiquette and customer service skills are necessary; Fluent in Spanish or Mandarin, a plus. 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. Candidates must be enrolled as a college student at the time of hire.

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 and community events. Exposure to the sun: on average, 10% or less of total work time spent outside a building and exposed to the sun.

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 computer and keyboard, telephone, FAX machine, printers, copiers, move approximately 25 pounds.

Application Process

Interested students may submit cover letter and resume to Patty Cortez, via email at patty@usgvmwd.org. First review of applications February 17, 2025. Open until filled.

About Upper San Gabriel Valley Municipal Water District

Upper District’s mission is to provide a reliable, sustainable, diversified and affordable portfolio of high-quality water supplies to the San Gabriel Valley; including water conservation, recycled water, storm water capture, storage, water transfers and imported water. Located in Monrovia, California, Upper District services nearly one million people in its 144-square mile service territory. Governed by a five-member elected board of directors, Upper District is a member agency of the Metropolitan Water District of Southern California.