



San Diego County Water Authority

4677 Overland Avenue • San Diego, California 92123-1233
(858) 522-6600 FAX (858) 522-6568 www.sdcwa.org

CAREER OPPORTUNITY NOTICE

PUBLIC AFFAIRS STUDENT INTERNSHIP (Junior or Senior College Level Class Standing) (Two Positions)

MEMBER AGENCIES

- Carlsbad
Municipal Water District
- City of Del Mar
- City of Escondido
- City of National City
- City of Oceanside
- City of Poway
- City of San Diego
- Fallbrook
Public Utility District
- Helix Water District
- Olivenhain
Municipal Water District
- Otay Water District
- Padre Dam
Municipal Water District
- Camp Pendleton
Marine Corps Base
- Rainbow
Municipal Water District
- Ramona
Municipal Water District
- Rincon del Diablo
Municipal Water District
- San Dieguito Water District
- Santa Fe Irrigation District
- South Bay Irrigation District
- Vallecitos Water District
- Valley Center
Municipal Water District
- Vista Irrigation District
- Yuima
Municipal Water District

SALARY: \$14.73 per hour

THE AGENCY:

The San Diego County Water Authority was established in 1944 to supply the San Diego region with a safe and secure water supply. Through its 24 member agencies, including the city of San Diego, the Water Authority provides the San Diego region with more than 90 percent of its water supply. With an acute awareness of San Diego's dependence on imported water sources, the Water Authority has implemented numerous programs and studies to manage, conserve, and reclaim water.

THE POSITION:

The Public Affairs Department is recruiting two Student Interns. Candidates selected for Internship position will be assigned to support a professional Public Affairs staff. Interns work under immediate supervision and will have the opportunity to gain experience in a wide range of Water Authority activities. As the public affairs arm of a public agency, the Public Affairs Department is involved in community, government and media relations, advertising and outreach campaigns, education program with city schools, and community outreach for the Water Authority's Capital Improvement Program, as well as internal communications. Other important functions of this position include writing and assisting with articles for internally produced publications (press releases, newsletters, brochures, employee on-line newsletter, etc.); assisting with special events, special projects and direct mail efforts; posting information to the website and enhancing graphics and photos for internally produced publications. Flexible hours are available, 15-20 hours per week. Evening and weekend work in conjunction with outreach may be required.

QUALIFICATIONS:

Candidates must be enrolled full-time in a college or university accredited four-year program and be at a Junior or Senior class level. Desirable candidate should be pursuing a degree in communications, journalism, public relations, communications, public administration, or closely related field. Students must have a minimum GPA of 2.5 or better in the last 60 semester units, and be recommended for internship participation by a current faculty member or undergraduate advisor. Excellent oral and written communication skills are also required. Requires computer experience in Microsoft Office for word processing, calendar/email, PowerPoint, and Excel programs, and mailing list maintenance; and proficient computer skills and knowledge of the Dream Weaver preferred. A valid California driver's license and the ability to maintain insurability under the Water Authority's Vehicle Insurance Policy are required.

OTHER REPRESENTATIVE

County of San Diego

APPLICATION PROCEDURE:

Candidates are required to complete a Water Authority employment application and submit to the Human Resources Department by Thursday, January 31, 2008 at 5:00 p.m. **Resumes will not be accepted in lieu of a completed application.** Please apply promptly since vacancies may be filled, prior to the closing date, as soon as sufficient numbers of applicants have been processed. Applications may be obtained from the Water Authority's web site at <http://www.sdcwa.org/ops/employment.phtml> and submitted electronically or to the San Diego County Water Authority Human Resources Department, 4677 Overland Avenue, San Diego, CA 92123.