Paid Internship Opportunity

Strategic Services Communications Intern
Clark County Water Reclamation District

Posting ID: HonPD-091321-d
Employer Name: Clark County Water Reclamation District
Employer Website: www.cleanwaterteam.com
Internship Job Title: Strategic Services Communications Intern
Internship Location: 5857 E Flamingo Rd, Las Vegas, NV 89122

Salary: $15-$18 an hour depending on class standing /& or internship level. (Note: Paid internships cannot be taken for HON 395 credit)
Required Hours: 20 hours a week
Seeking Majors in: Communication Studies, Journalism & Media Studies
Class Standing: Sophomore, Junior, or Senior

OVERVIEW

The Clark County Water Reclamation District is seeking a Strategic Services Communications Intern to assist with planning, design, and implementation of public communication strategies for the government agency, including public relations and development of digital media. The Clark County Water Reclamation District (CCWRD) is responsible for the collection, treatment, and reclamation of wastewater for more than 240,000 business and residential accounts in Southern Nevada. CCWRD’s hours of operation are 8:00am to 5:00pm Monday through Friday. We provide flexible scheduling to allow for finals and changes in the student’s class schedule.

INTERNSHIP ROLES AND RESPONSIBILITIES

The Strategic Services Communications position is responsible for assisting in the areas of public outreach, marketing, internal communications, digital media design, and community relations. Assignments will provide experience developing and implementing strategic communication programs in a public service setting. Interns work under close supervision and are expected to become increasingly knowledgeable and carry out assignments with increasing independence. Examples of more specific duties are listed below.

- Assists in creation of content for public distribution.
- Assists with production of media including videos, graphics, and presentations.
- Accompanies team members notifying residents and businesses of upcoming construction activities.
- Assists with public outreach efforts to educate residents and businesses.
- Utilizes design skills in the creation of documents, images, and digital assets.
• Prepares a variety of written communications, including analytical reports, correspondence, and written materials for internal and external audiences.

• Helps ensure information on digital platforms, including website and social media accounts, is accurate and up to date.

• Assists with other administrative duties as required.

PHYSICAL DEMANDS: Mobility to work in a typical office setting, use standard office equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

NOTE: The goal of the Clark County Water Reclamation District internship program is to provide potential candidates with a realistic work preview and the opportunity to learn about the wastewater industry. Interns will work side by side with wastewater professionals to acquire the necessary job skills and knowledge of the procurement process.

REQUIRED SKILLS AND EDUCATION

• Must be currently enrolled in an undergraduate program at a local accredited college or university
• Must be 18 years or older
• High School Diploma or GED
• Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.
• Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

HOW TO APPLY

To apply, please email your resume/CV, unofficial transcripts, and a cover letter to Jeanne Soriano at jsoriano@cleanwaterteam.com. The deadline for submitting application materials is ongoing.

MAIN CONTACT

Jeanne Soriano, Recruiting Analyst, 702-668-8052 or jsoriano@cleanwaterteam.com

PLEASE NOTE: UNLV AND THE HONORS COLLEGE DO NOT CARRY MEDICAL OR ACCIDENT INSURANCE FOR STUDENT’S PARTICPATION IN INTERNSHIP PROGRAMS.