



JOB OPENING

PUBLIC AFFAIRS INTERN

SALARY:

\$18.34 - \$25.28 Hourly

Mesa Water District (Mesa Water®) is now accepting applications for a reliable, creative and enthusiastic Public Affairs Intern to work in the Public Affairs Department. The selected candidate will have an opportunity to work on Public Affairs projects, assist in writing communications documents, plan and implement outreach events, and provide general administrative support on a collaborative and dynamic team. Mesa Water offers a cohesive and exciting work environment where the selected candidate will learn about the water industry, while also implementing Public Affairs principles, practices and programs.

The ideal candidate will have:

- Strong interpersonal communication skills
- An autonomous, proactive, and resourceful work style
- A demonstrated interest and drive to grow in the Public Affairs and Public Relations industry
- Diplomacy and tact when working with leadership and/or handling sensitive information
- An interest in community outreach, social media, and event planning
- Experience writing communications materials, coupled with a willingness to grow as a writer
- Experience and/or interest in handling a variety of administrative duties and projects
- A desire to work collaboratively and creatively with a small team to produce large outcomes

Work hours are flexible around school schedules within the District's hours of operation: Monday through Friday 8:00 a.m. to 5:30 p.m., approximately 20-29 hours per week. (No more than 960 hours in a fiscal year July 1st – June 30th). Some early morning, evening, and weekend hours are required.

MINIMUM & DESIRED QUALIFICATIONS

- Currently enrolled as an upper division student at an accredited undergraduate program with a focus in Communications, Journalism, Marketing, Public Administration, and/or Public Relations
- Ability to establish priorities, work independently, and proceed with objectives with little or no supervision
- Experience in Microsoft Word, Excel, Power Point, and Outlook, as well as Adobe Acrobat. Experience with publishing and graphic design software applications (i.e. Adobe Illustrator, InDesign, Canva) is a plus
- Excellent oral and written English communication skills (e.g., English usage, spelling, grammar and punctuation) and working knowledge of AP style writing
- Excellent attention to detail and ability to generate superior written work products
- Ability to work cooperatively and proactively with other departments, District officials, and outside agencies, as well as establish and maintain effective working relationships with those contacted in the course of work
- Photography knowledge such as photo and video shoot principles, as well as basic production/layout
- Possession of a valid California Class C driver's license

Visit www.mesawater.org/jobs to apply today! ***(Deadline Extended)***

*Only online applications with completed supplemental questions will be accepted. The extended deadline to apply is **Sunday, November 14, 2021** at **11:59 PM**.*