



INTERN
(Government & Public Affairs)

Job Status: Non-Exempt
Date Adopted: 07-2008
Date Modified: 8-01-2025

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under immediate supervision, the intern will perform various duties focusing on outreach and marketing, legislation and policy analysis, event planning, social media, educational outreach, and water-use efficiency.

LEARNING BENEFITS

The internship is designed to be both educational and practical. In this position, the intern will learn how to take skills they may have acquired in school related to their particular area of interest and apply them in a professional setting.

CLASS CHARACTERISTICS/SUPERVISION RECEIVED

The intern will support the Government and Public Affairs Division for special events and other duties as assigned by the Government and Public Affairs Manager and occasionally receive technical or function work direction from the Graphic Designer.

Technical or functional work direction may be provided by other department staff.

The intern will work no more than 960 hours per fiscal year.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Coordinate and conduct student field trips, assemblies, and tours.
2. Assist with monitoring legislation and policy.
3. Prepare materials and information for meetings and events.
4. Interact with teachers via phone, email, and in-person.
5. Water-use efficiency outreach and marketing.
6. Event planning.
7. Contribute and assist with social media outreach and campaigns.
8. Assist with onsite residential customer landscape assessments.

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9. Perform other related duties as assigned.
10. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
11. Regular attendance at the work site.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Modern office methods and procedures.
Social media tools.
Microsoft Word, Excel, PowerPoint, and Outlook.

Ability to:

Organize and work in a fast-paced environment on simultaneous assignments with attention to detail, schedules, and deadlines.
Interface with visitors of all ages (elementary and secondary grade students, college students, adults, professional groups, and elected officials).
Ability to communicate effectively, both verbally and in writing.
Work in an outdoor setting.
Comply with the safety, health, and environmental policies of the District.
Present a professional image.
Demonstrate initiative and ability to work independently and as a member of a team to meet program needs; often works on-location at the Learning Center with minimal supervision.
Establish and maintain effective working relationships with others (co-workers, visitors, teachers, and community members).

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Job Title	Intern – Government and Public Affairs
Experience	<ul style="list-style-type: none">• Practical working experience with the public, teachers and students, elected officials, an advocacy organization, or in the legislative or policy arena; preferably in the public sector.
Education/Training	<ul style="list-style-type: none">• Undergraduate or graduate student pursuing studies in Political Science, Communications, Public Relations, Marketing, Public or Business Administration, Education, Liberal Studies, Environmental Science, or a related field.
DMV Class	<ul style="list-style-type: none">• Possession of a valid California Class C driver's license and a satisfactory driving record.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Standard office setting and the noise level usually quiet. Outdoor educational setting, or classroom-like environment where conditions may be noisy and hectic, as well as working outside at community events.

Physical:

While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear in person and by telephone; use hands repetitively to finger, handle, feel, or operate standard office equipment; reach with hands and arms. Employees are occasionally required to sit or stand for prolonged periods. Ability to occasionally perform lifting of up to 25 pounds.

Mental:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; learn and apply new information; work with student and adult visitors, perform highly detailed work on multiple tasks; interact with Frontier Project and Cucamonga Valley Water District staff and others encountered in the course of work.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents, and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.