

**INTERNSHIP JOB DESCRIPTION**  
Water Education and Outreach Assistance



**BE PART OF THE COLORADO YEAR OF WATER 2012 CELEBRATION!**

**Company Name:** City of Boulder, Water Quality and Environmental Services

**Contact Person:** Steve Noud

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**1. Nature of projects:**

- Take an active role in preparations and logistics for the 2012 Operation Water Festival
- Observe and co-facilitate school and field based water education programs
- Assist at public outreach events and meetings
- Assist with community volunteer programs including service projects and trainings.
- Provide support in development of water quality plans
- Assist with development of PowerPoint presentations for public meetings
- Organization of electronic documents and creation of charts and graphics

**2. Number of Interns Needed: 1**

**3. Skills Required:**

- [Experience with use of](#) common computer programs, including Microsoft Word, Excel, Access, and PowerPoint.
- Interest in [water quality issues](#), education, and working with diverse audiences.
- Excellent verbal and written communication skills.
- Dedicated, hard working, organized, open-minded, creative and flexible.

**4. Benefits**

- Gain in depth understanding of municipal water systems and water quality policy
- Develop public communication and outreach skills
- Develop written communication and presentation skills
- Exposure to high-level city officials and managers.

**5. Date of Need: Spring Semester 2012 (January – May)**

**6. Compensation:** This is an unpaid position.

Will work with the intern to obtain school credit.

Potential for extension of position with pay beyond initial term

**Hours:** 12+ hours/ week, flexible schedule and working location

**Submit summary of qualifications and references by January 20th, 2012.**

**References from professors or past employers preferred.**