



**Metropolitan Water District
Paid Internship
DEADLINE TO APPLY: by 5pm, Tuesday, May 8th**

Job Summary

This is a paid summer intern position designed to give a student the opportunity to gain practical work experience through training and performing assignments. Student could work in HR, IT, Property Management, External Affairs, Water Resource Management to name a few.

Education and Experience

Must be 18 years of age or older

High school Graduate or above

A minimum 2.75 GPA

Required Knowledge of: How to work in a team environment.

Required Skills and Abilities to: Understand and follow verbal and written instructions; communicate clearly and concisely, both verbally and in writing; operate hand tools; and establish and maintain effective working relationships with those contacted in the course of work.

Must be available to interview on one of these dates:

Monday, June 4- Friday, June 8, 2018

Intern will work approximately 140 hours starting June 25, 2018

MWD is committed to equal employment opportunity and request broad outreach be conducted to solicit interest with the hope of a diverse applicant pool.

Job Duties

Assists Metropolitan staff with performing a variety of basic tasks which may include, filing, scanning, copying, organizing, compiling and distributing documents, data entry, using and maintain excel spreadsheets and databases, sorting and distributing mail, customer service, project support, answering telephones and taking messages, and other general work.

- May participate on project teams.
- Performs other related Summer Youth Intern job duties as required.

To Apply please submit resumes to:

Leng Ear via email to lear@lachamber.com, please include the name of the position in the subject line of the email.