



EMPLOYMENT OPPORTUNITY

NEW Water, the brand of the Green Bay Metropolitan Sewerage District, seeks to fill the position of **Public Affairs & Education Intern**. This is a 2017 summer, 40 hours per week position that reports to the Public Affairs & Education Coordinator. Minimum pay rate is \$10.78/hour.

DIVISION: Business Services
DEPARTMENT: Public Affairs & Education
REPORTS TO: Public Affairs & Education Coordinator
SUBORDINATES: None
EXEMPT: No

SUMMARY:

This position assists the Public Affairs & Education Department with communications, outreach, and other departmental duties, with an emphasis on graphic design and visual communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Intern duties include, but are not limited to: assistance with internal and external communications, public outreach, educational activities, and other administrative and departmental duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge – Demonstrated knowledge and application of graphic design, and/or visual communications, including photography and video. General knowledge of communications and public relations also desirable.

Skills and Abilities – Graphic design / visual communications skills required. Ability to work well on a team, be reliable, and take initiative to get work accomplished. Requires the ability to follow complex directions and organize and accomplish tasks with minimal supervision. Desired computer skills include Adobe Creative Suites, Microsoft Office suite, social media utilization, video editing.

QUALIFICATIONS:

Candidate must be enrolled in college course work, with a desired academic emphasis, and/or experience, and demonstrated skills in: graphic arts, marketing, communications, public relations, or other related field.

WORKING CONDITIONS:

Normal working conditions call for minor levels of light lifting, standing, and walking. The work is performed in mostly an office environment; however some duties include assisting with facility tours, where safety protective equipment is used and provided to minimize exposure to environmental hazards.

APPLICATION:

This position description is intended to identify essential duties and illustrates other kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that will be required of employees or be used to limit the nature and extent of assignments that an individual is required to perform.

**Position Descriptions are subject to revision
at any time at the discretion of management.**