



Hiring Opportunity
Environmental Services Intern (Water Conservation Focus)

Location: City Hall, 300 First Street, Woodland, CA 95695

Hours: Approximately 15-20 hours per week or 60-80 hours per month (720 hours max. per fiscal year)

Wage: \$14.00 per hour, no benefits

Supervision: Supervision provided by Water Conservation Coordinator and Environmental Sustainability Manager in the Environmental Services Division of the Community Development Department (CDD)

Description:

A part-time intern to assist Environmental Services with planning and implementing the City's water conservation program. This position will primarily support the Water Conservation Coordinator, but may also assist other Environmental Service Program staff. This position is currently funded through the end of the fiscal year (June 30, 2022), with the potential for continued funding in the next fiscal year.

Duties:

The specific duties and responsibilities include:

- Performing a variety of functions related to educating community members about the City of Woodland's Water Conservation Program and ways to conserve water.
- Responding to resident and staff notifications about suspected water waste and maintaining records of complaints, investigations, and outreach performed.
- Using water consumption records to identify and help address potential leaks and other abnormal water consumption situations.
- Responding to telephone and email inquiries about water issues.
- Helping to plan and staff outreach events and workshops.
- Assisting with creating literature, brochures, social media postings, and other materials to promote water conservation and environmental awareness.
- Providing additional office support as needed.

Qualifications:

An interest in conserving water and environmental sustainability. Experience developing projects or programs; designing outreach material; or coursework in an environmental field a plus. Good customer service and writing skills. Ability to work well in a team as well as independently. Possession of a valid California driver's license and the ability to lift 25 lbs.

Hours:

Flexible. Approximately 15-20 hours per week depending on ongoing events and projects. Most hours will be Monday-Friday between 8 a.m. to 4 p.m. with some weekend or evening hours during events. Not to exceed 720 hours per fiscal year.

To Apply:

Send cover letter, resume, and application to conserewater@cityofwoodland.org by 4:00 pm on Wednesday, October 13, 2021. Online interviews will be conducted the week of October 18.

[Click here for City of Woodland Application.](#)