

## **Goleta Sanitary District Job Description**

**Job Title:** Public Education and Outreach Intern  
**Department:** Administration  
**Reports To:** Management Analyst  
**FLSA Status:** Part-Time Non-Exempt (Non-Salary)

### **SUMMARY**

Under general supervision of the Management Analyst, performs a variety of outreach and administrative duties including maintaining District website, promoting the District on its social media site(s), intranet site, data entry, and possible interaction with the public. This part-time temporary position is for a maximum of 500 hours. Days and hours vary, but is anticipated to be scheduled 10-15 hours a week. GSD's Intern Program has been established to provide an opportunity to gain practical field experience by working under direct supervision of the Management Analyst. The program goal is to introduce intern to the water resource recovery concepts, district government, and possibly prepare qualified individuals for career in the water industry. The position is expected to start in July 2020.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists the Management Analyst in implementation of various tasks including the following:

- Social Media: post at least one story per week on District's Facebook page utilizing the outreach calendar, newsletter, and current news for story ideas.
- Review District's website on a weekly basis and add /edit/correct/update stories, pages, as needed
- Update District's intranet Portal with news and employee features on a weekly or bi-monthly basis
- Assist with other public outreach efforts such as onsite and offsite community events, and transition to district-based election outreach events.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

This position requires a high school diploma, with a minimum of one year college-level course work in marketing, social media marketing, graphic design, digital media design, or related field required.

### **MENTAL DEMANDS**

While performing the duties of this class, employees are regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information.

### **LANGUAGE SKILLS**

Candidate must have excellent writing skills and attention to detail, knowledge of social

media platforms. Candidate must be able to: read and interpret documents such as news articles and agenda reports, write routine correspondence, and speak effectively with customers or employees of District.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute: rate, ratio, and percent, and draw and interpret graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid California Class C driver's license with a satisfactory driving record.

### **COMPUTER AND COMMUNICATION SKILLS**

Candidate must be able to understand and perform data entry, and have working knowledge of Microsoft Office Suite programs. Knowledge of Joomla web site content management system a plus!

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to stand; walk; talk; hear; use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may be required to lift and/or move up to 20 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.