

Goleta Sanitary District Job Description

Job Title: Public Education and Outreach Intern
Department: Administration
Reports To: Communications and Human Resource Manager
FLSA Status: Part-Time Non-Exempt (Non-Salary)

SUMMARY

Under general supervision of the Communications and Human Resources Manager, the Public Education and Outreach intern 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 through interaction with the public. This part-time temporary position is for a maximum of 500 hours a year. 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 Communications and HR Manager. 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 June 2025.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in implementation of various tasks including the following:

- Social Media: post at least one story per week on District's Facebook and Nextdoor pages utilizing the outreach calendar, newsletter, and current news for story ideas.
- Designs collateral and assists with content creation for bi-annual newsletter.
- Updates video segments for virtual tours
- 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 including Goleta Lemon Festival and Earth Day.

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. Bilingual English-Spanish is highly desired.

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

Must have reliable transportation to and from the District in Goleta. Possession of a valid California Class C driver's license with a satisfactory driving record helpful.

COMPUTER AND COMMUNICATION SKILLS

Candidate must be able to understand and perform data entry, and have working knowledge of Microsoft Office Suite programs. Familiarity with Canva and other graphic design programs a big plus. Knowledge of Joomla web site content management system very helpful!

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 low.