



## Community Outreach Intern

Part-time, Paid Internship

Winter 2021-22

The intern will assist CCRCD Watershed Conservation Managers with community outreach projects related to tap water quality and other water-related priorities of under-represented and underserved neighborhoods within Bay Point, Pittsburg, and Antioch. CCRCD is working in these communities to fund projects that meet community priorities, and residents of these communities may be eligible for free tap water testing. CCRCD documented these water-related priorities as part of the **East Contra Costa Water Needs Assessment**. For more information about the assessment please visit [Bay Point Pittsburg and Antioch \(https://www.ccrd.org/bay-point-pittsburg-antiochccrd.org\)](https://www.ccrd.org/bay-point-pittsburg-antiochccrd.org).

### Intern Activities and Responsibilities

#### Project Background and Planning (30% of hours)

As directed by the CCRCD Watershed Conservation Managers,

- Learn about CCRCD's **East Contra Costa Water Needs Assessment**
- Learn about local tap water providers, and drinking water safety requirements
- Learn about common tap water quality complaints and tap water testing methods
- Participate in weekly project planning meetings by phone or Zoom.

#### Public Outreach (30% of hours)

- Help CCRCD staff develop content and design outreach materials and social media posts.
- Participate in CCRCD's online meetings and community workshops.
- Assist with event tables (we will follow County COVID guidelines for public gatherings).

#### Coordination of Tap Water Testing (40% of hours)

- Assist CCRCD staff with online or in-person tap water testing information sessions
- Help tap water testing participants fill out a survey which provides context for tap water testing results
- If a tap water sampling kit is delivered in person rather than mailed to a participant, accompany CCRCD staff to the home or delivery location to meet the participant and discuss how to use the test kit
- Assist CCRCD staff with online or in-person discussions of tap water test results

The intern will work about 4 hours/week as directed by the CCRCD. CCRCD staff currently work off-site and meet online. Therefore, a phone, computer and internet access are required. The intern will check in with CCRCD staff once or twice each week. Public outreach events and meetings may occur on weekends or evenings.

### Minimum qualifications

- High school graduate, at least 18 years of age
- Effective verbal and written communication skills in English
- Effective at working independently, as a team member, and with the public
- Basic computer skills, including email, word processing, and internet research
- Familiarity with the East Contra Costa County communities of Bay Point, Pittsburg, and Antioch

### Desired qualifications

- Familiarity with the use of social media (such as Instagram, Facebook, NextDoor, etc)
- Demonstrated interest in water resource issues such as drinking water safety, water pollution, water conservation, and flooding
- Effective verbal and written communication skills in Spanish
- Familiarity with Google Suite and Microsoft Office applications

### Compensation and How to Apply

The hourly rate is \$15/hour. We anticipate that the intern will work up to 80 hours through February 2022. **To learn more or apply, please contact Lisa Anich at [lanich@ccrd.org](mailto:lanich@ccrd.org) or email your resume.**



**CCRCD is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Our work serves all communities, including those marginalized or underserved. We strongly encourage applications from people who share similar experiences with these communities.**