

Plans for the Summer? Coastside County Water District is offering a paid part-time internship!



DESIRED SKILLSET

- Solid Communication
- Well-Organized
- Ability to Collaborate
- Time Management
- Microsoft Office
- Microsoft Excel
- Adobe Acrobat
- Technologically Capable

The Coastside County Water District is offering a paid temporary summer internship that provides exposure to a career in a Public Agency. Our Intern will work alongside dedicated District employees to gain both experience and insight into working in a local government. This internship is ideally suited for a High School or College Student home for summer!

This position will take on general administrative support tasks, including:

- Organizing and Maintaining District Files
- Scanning District Documents
- Aiding with General Office Tasks to Help with the Day-to-Day Detail

Open Until Filled

Applications can be emailed to Jobs@coastsidewater.org or dropped off at the Office.