

Public Relations (PR) Intern – Part-time, Temporary

Job Description



PR Intern Compensation: \$20.00/Hour

Ideal Candidate

Under general direction, the PR intern generates content and manages various administrative tasks in support of the District's public information initiatives.

About the Position and Department

This is a part-time, temporary, non-exempt position that reports directly to the District & Community Relations Manager and works approximately 20 hours per week. This position provides hands-on experience within a service-oriented team environment that encourages collaboration. This role supports program development by assisting with internal and external communications, community outreach, and public education efforts. The intern helps develop cohesive messaging and increase public awareness in collaboration with various departments.

Essential Functions

Under general supervision, essential functions may include:

- **Multimedia Content Creation:**
 - Create and develop photographs, videos, and infographics to enhance outreach and engagement efforts.
 - Research, draft, and edit content for a variety of communication channels, including website updates and social media platforms.
 - Assist in developing clear, engaging, and audience-appropriate messaging aligned with organizational goals and Guiding Principles.
 - Review and proofread materials to ensure accuracy, consistency, and adherence to style guidelines.
 - Research to ensure content meets compliance requirements, including relevant District and state regulations.
 - Collaborate with team members to gather information and verify details.
 - Support internal communications by drafting employee-facing announcements, updates, or informational materials.
- **Content Management & Resources:**
 - Assist with maintaining and updating content libraries, templates, and communication resources.
- **Administrative & Project Support:**
 - Perform administrative and coordination tasks related to content development projects as needed.

Other Duties and Requirements

- Adhere to and perform in alignment with the District's initiatives while maintaining positive working relationships with District staff.
- Performs related duties as assigned.
- Comply with all District policies throughout employment.

Knowledge, Skills & Abilities

Diablo Water District evaluates candidate qualifications based on an equivalent combination of education and experience. For example, if a candidate does not possess a college degree (applicable to some jobs) but possesses double the number of years of required relevant experience, this may satisfy the minimum job requirements. Accordingly, candidates of all educational/experiential backgrounds are encouraged to apply.

- High School Diploma or equivalent.
- Demonstrated experience in content creation and management, including through education, internships, or work in a related field.
- Ability to: communicate effectively in writing and verbally with diverse audiences; adapt tone and messaging by platform and audience; work collaboratively and incorporate feedback; learn new tools and processes quickly; and exercise sound judgment and professionalism when handling information.

Required Licenses and/or Certifications

- **Transportation:** Employee is responsible for making transportation arrangements (whether by holding a valid driver's license or utilizing rail, bus, ridesharing, taxi, or similar means) to effectively and timely complete duties, with reasonable transportation costs reimbursed per District policy.
 - If choosing to drive a vehicle for transportation, the employee must hold a valid California Driver's License.

Environmental Factors

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Ability to navigate uneven surfaces, with or without assisting devices.

Typical Physical Activities

Diablo Water District supports modern ergonomics and safety protocols in all of its daily practices.

- Communicates orally with District staff and the public in face-to-face, one-to-one settings.
- Regularly uses telephone and email for communication.
- Uses standard office technology, including computers, printers/copiers, and digital communication tools. May occasionally travel by automobile in conducting District business.
- Work at a desk for an extended period of time.
- Ability to lift and carry 30 pounds, bend, crouch, and stoop to perform routine office functions.

Diablo Water District is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to protected categories as defined by federal, state, and/or local laws. The District is committed to utilizing the principles of Diversity, Equity, and Inclusion to guide its employment and customer policies and practices.

For more information on our DEI Policy, please [click here](#).