



## College Internship

**Position:** Public Affairs Intern, Part-time

**Location:** Parks & Community Affairs Department

**Number of hours:** 10-19 Hours per week

**Pay Rate:** \$10.00 hour

**The position:** This position is with a public agency, where they will assist in conducting activities and providing services in various programs of the Jurupa Community Services District Parks & Recreation and Community Affairs Department. Activities may include but are not limited to assisting in drafting and writing employee newsletters, conducting interviews, writing articles, legislative tracking, researching various aspects pertaining to the District, drafting flyers, organizing events and attending meetings.

**Qualifications:** Applicant must be currently enrolled in an accredited program as a student. Open to both graduate and undergraduate students with a degree in Public Administration, Public Relations, Communications, or related fields. Computer skills -- proficient in Word, Outlook, Publisher and Excel. Ability to take direction, write clearly, compile data, analyze data, conduct research, prepare reports and to interact effectively with department staff.

**To apply:** Applicants may apply in person, via fax, or online:

Jurupa Community Services District

11201 Harrel Street

Mira Loma, CA 91752

Phone: (951) 685-7434 ext. 161

Fax: (951) 727-3504

[www.jcsd.us](http://www.jcsd.us)

Please include samples of your work (photo shop, newsletter's etc.) with your submission.