

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

CONSERVATION ASSISTANT (PAID INTERNSHIP)

Position Summary

The Conservation Assistant supports the Monterey Peninsula Water Management District by assisting staff with projects that further the District's conservation, permitting, and public outreach efforts. The intern performs meaningful work while gaining hands-on experience in local government, environmental management, and water resource conservation.

The position works primarily within the Water Demand Division and may assist the Water Resources and Environmental Resources Departments as workload allows.

Typical Duties

- Assist with water conservation and permitting projects.
- Research regulations, policies, and water management practices.
- Prepare correspondence, reports, spreadsheets, and presentations.
- Assist with data collection, entry, and quality control.
- Organize electronic and paper records.
- Support public outreach events and educational initiatives.
- Assist with website updates and informational materials.
- Participate in inspections and field visits as appropriate.
- Attend staff meetings and training sessions.
- Complete special projects assigned by supervisors.

Preferred Qualifications

- Current enrollment in or recent graduate of a college or university.
- Major in environmental science, engineering, sustainability, public administration, geography, biology, planning, communications, or related field.
- Strong written and verbal communication skills.
- Microsoft Office proficiency.
- Ability to analyze information and solve problems.

- Strong organizational skills.
- Valid California driver's license (preferred).

Desired Skills

- Ability to manage multiple assignments.
- Attention to detail.
- Professional customer service.
- Initiative and willingness to learn.
- Ability to work independently and as part of a team.

Learning Opportunities

Interns will gain experience with:

- Water conservation planning.
- Local government administration.
- Public policy implementation.
- Regulatory compliance.
- Public outreach.
- Geographic and water resource data.
- Professional project management.