



## Water Oriented Recreation District Summer Non-Profit Intern

**Job Overview:** The **WORD Non-profit Intern** will assist Keep Canyon Lake Beautiful (KCLB), a local non-profit, in organizing events and projects in relation to its mission. Assist in office needs and participate in WORD's Anti-Litter Campaign which aims to reduce litter on local waterways through education outreach.

**KCLB's Mission:** We are dedicated to the education and engagement of everyone for the responsibility of the environmental health of our community through litter prevention, beautification, and waste reduction

**Reports To:** The WORD Intern will report to the WORD General Manager and Operations Department

### Responsibilities and Duties:

- Help with the non-profit's social media account
- Organize a waste reduction/recycling program for the non-profit
- Assist with ongoing projects for the non-profit
- Assist in education outreach
- Assist with phone calls and other office needs
- Assist in anti-litter campaign on weekends
- Assist in weekend activities such as data collection, educating visitors, and other duties that may arise

### Requirements:

- Must have knowledge of sustainability, litter prevention, waste reduction, and recycling.
- Proficient in Microsoft Office and social media platforms
- Must be able to lift 50 lb.
- Must be able to lift and navigate a kayak/canoe
- Must have strong communication skills and be outgoing
- Must have proper phone etiquette
- Must be able to stand for up to 6 hours outside during the summer
- Eager to learn and work on various outdoor and office projects

### Qualifications:

- College-level student or recent graduate

Pay rate: \$15/hour

Employment duration: May - September

30-40 hours a week. Weekends and 3 weekdays per week are mandatory. **Memorial Day, July 4<sup>th</sup> day, and Labor Day are mandatory.**

**Please send your resume and cover letter to [jobs@wordcc.com](mailto:jobs@wordcc.com).**