



Internship posting

Description of opportunity: The Northwest Water Planning Alliance is seeking a part-time intern for a 6-month paid opportunity, starting immediately. The mission of the NWPA is “to collaboratively plan for and steward our shared river and groundwater resources to ensure a sustainable water supply for the people, economy, environment, and future generations.” The intern will work with the NWPA’s Technical Advisory Committee to implement the [organization’s strategic plan](#), with a focus on external communications, research and building the capacity of the organization. This is a 20 hour per week position, with some travel required, but significant scheduling and location flexibility.

Role of the intern: The NWPA intern will support the organization by implementing many aspects of the [strategic plan](#), under the guidance of one or more members of the Technical Advisory Committee. This includes, but may not be limited to:

- Preparation of a monthly e-newsletter to build awareness of and excitement about NWPA’s activities and the need for water resources stewardship;
- Management of social media outlets for the same purpose;
- Researching and applying for grants to support NWPA’s growth;
- Assisting member communities with implementation of NWPA initiatives, such as adoption of a model lawn watering ordinance;
- Engagement with NWPA member communities to identify pressing areas of concern;
- Scheduling outreach opportunities for NWPA speakers;
- Using best available data on water resources or other pertinent matters to build a case for water resources stewardship;
- Participation in monthly meetings of the Technical Advisory Committee (4th Tuesdays) and bi-monthly meetings of the Executive Committee (2nd Thursday of alternating months) in Elgin; and
- Other means of implementing the strategic plan.

Qualifications and desired traits: The ideal candidate will possess the following:

- A graduate degree, or significant progress toward a graduate degree, in a water-related science, planning, public policy, communications or a related field.
- Substantial writing, research and people skills.
- The ability to execute tasks on time and to a high standard with minimal supervision.
- The ability to travel within northeastern Illinois.
- Skills in web content management, social media, InDesign, GIS, and the MS Office suite.

To apply: Send a CV, cover letter, and 2-3 page writing sample to asmith@eeiweb.com by March 1st. NWPA is an equal opportunity employer.