



**COMMUNITY WATER CENTER**  
EL CENTRO COMUNITARIO POR EL AGUA

**Position: Data Entry Intern**

**Desired class level(s):** Sophomore, Junior, Senior

**Description:**

The Data Entry Intern will work closely with program staff to support ongoing environmental justice campaigns around drinking water issues in low-income communities and communities of color in the Southern San Joaquin Valley. Responsibilities will be assigned based on experience, skills, and interest as well as campaign needs. This position will likely be supervised by CWC's Policy and Communications Analyst.

Responsibilities may include:

- General administrative support
- General data entry and database cleaning (Nationbuilder)
- Voter Registration campaign tracking
- Archiving and tracking media articles
- Donation processing, social fundraising campaign support
- Assisting set up of events and meetings
  - Attending legislative committee and State Water Board hearings
- And other duties as assigned by the CWC staff

*Minimum of 10 hours per week commitment for a 3 month period, or longer, required.*

**Qualifications:**

Minimum Qualifications and Skills:

- Strong interest in social and/or environmental justice
- Good communication skills (writing and oral)
- Solid computer skills (competent in working with MS Office Software, Internet, etc.)
- Able to work independently and in a team environment
- Flexible schedule

Preferred Qualifications and Skills:

- Currently enrolled in or graduated from undergraduate program in relevant field of study
- Previous experience or completion of academic courses related to environmental justice.
- Solid research skills
- Fluency in both English and Spanish, and ability to provide both written and oral translation
- Experience working with low-income communities and/or communities of color in an organizing or service capacity

**Location:** Visalia, or may work remotely

**Desired start date:** June 1, 2018

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*Community-driven water solutions through organizing, education, and advocacy.*

*Soluciones de agua impulsadas por la comunidad a través de la organización, educación y defensa al acceso al agua potable.*

[www.communitywatercenter.org](http://www.communitywatercenter.org)

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