Delta Diablo, a California wastewater resource recovery district serving communities in the western Sacramento-San Joaquin Delta, is seeking a student in public policy or public administration for a part-time internship. This position would work under the District’s Government Affairs Manager and assist in tracking and analyzing legislative initiatives related to water supply, water quality, and water-energy issues. This is a part-time (20-30 hours/week and up to 1,000 working hours) temporary position at our District facility located in Antioch, CA.

An example of the type of work involved:
- Researching, recommending, and pursuing potential grants and financing opportunities related to wastewater resource recovery; and,
- Tracking, assessing and commenting on legislative, regulatory and policy issues with impacts to Delta Diablo.

This internship provides students with an opportunity to complement their academic studies with practical administrative experience with a local government agency. Clerical and other routine duties are necessary parts of many job functions, but will not represent a significant portion of an internship assignment. Interns will be selected based on their initiative and willingness to learn, a positive attitude, strong writing and communication skills, and the ability to work in teams and independently.

**Minimum Qualifications:**
- Graduate student (preferred) or Junior/Senior in good academic standing in an accredited program in Public Policy or Public Administration
- Knowledge or coursework in public policy, with some background in water resources or environmental studies, is preferred
- Proficiency in Microsoft Office software
- Possess valid California Driver’s License and have a satisfactory driving record

**How to Apply:**
Submit one copy of each of the following documents in PDF to Human Resources by June 1, 2014:

1. Cover Letter & Resume
2. Transcript
3. Letter of Recommendation from a Professor
4. Writing sample (an article, a report, etc.)

**Mail to:** Delta Diablo, 2500 Pittsburg-Antioch Highway, Antioch, CA 94509  Fax: (925) 756-1958  
**Email:** hr@deltadiablo.org

For questions, please contact Jacqueline McDuffie, HR Analyst at (925) 756-1931 or by email at jacquelinem@deltadiablo.org