

Beaver Water District Job Posting: Outreach Intern
Application Deadline: April 30, 2025

Position Summary

Beaver Water District is a large drinking water treatment facility in Northwest Arkansas with a very active outreach & education department. We are looking for an individual holding/pursuing an education, communication, environmental science or related degree to work with us while gaining valuable outreach experience. The Outreach and Education staff participated in nearly 100 events last year, from community festivals to facility tours to conducting professional development classes. There will be lots of opportunities to help develop materials and take part in community educational efforts.

To learn more about careers at Beaver Water District, visit <https://www.bwdh2o.org/about/careers/>.

Course credit may be available through certain university programs.

Part Time Availability: 25–30-hour work weeks during the summer.

If you are interested in this opportunity or have any questions, please submit your resume to hr@bwdh2o.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(include but are not limited to the following)*

- Provides support to accomplish tasks necessary to meet capacity needs of education, public outreach, events, and programming.
- Assist with District-wide on and off-site Beaver Water District (BWD) Water Education Center tours.
- Expand capacity to fill requests for BWD educator engagement in education and outreach with school districts, community, and the public.
- Assist with inventory and maintenance of program materials developed and/or owned by BWD.
- Support BWD staff in their complimentary education curricula, programs, and events.
- Other Duties as Assigned.

EDUCATION

- Currently enrolled in a higher education program in education, communication, or environmental science field.

EXPERIENCE

- Some understanding of communication, outreach, events, and public engagement through a combination of education and experience.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess ability to effectively work with all ages.
- Must have interest in community or event organizing.
- Graphic design skills desired.
- Must have experience with general office equipment.
- MS Word, MS PowerPoint, MS Excel, and social media.

CERTIFICATES, LICENSES, AND REGISTRATIONS *(In compliance with Federal, State, and local Laws)*

- Valid Driver's License.
- Valid automobile insurance.
- Background checks and pre-employment drug screening

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works inside and outside the office, in extreme weather conditions, exposed to outdoor weather conditions and wet or humid conditions both weather and non-weather related. The employee works near moving mechanical parts is occasionally exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes and airborne particles, toxic or caustic chemicals, and risk of electric shock. The noise level in the work environment is moderately quiet. Some time may be spent traveling between locations.