

CWC Internship Program

To help further our work, the Community Water Center has established the CWC Internship Program. The CWC Internship Program provides high school and college students with practical work experience and in-depth training in the non-profit, environmental justice sector. Working under the supervision of the Center's directors, interns contribute to projects, gain insight into the functions of individual departments and learn about the mission of the organization.

CWC's office is fast paced; we are looking for interns who are able to establish priorities, are organized, can work independently and are committed to environmental justice. Interns are exposed to all facets of the Center's work, but over time have the ability to tailor their major responsibilities to meet their specific skills, interests and goals.

Internship Program Objectives

- To encourage students to select careers in non-profit work, social and/or environmental justice, and/or environmental policy and protection.
- To provide students with valuable work experience in the non-profit, environmental justice sector.
- To assist CWC in completing its goals.

Requirements

- Enrollment in an accredited high school, college or university during the term of your internship or, in the case of summer interns, for the fall semester following the term of your internship. Graduate students and recent college graduates are also eligible for internship opportunities.
- A cumulative grade point average of 2.75 or higher out of 4.0.
- A means of regular transportation to and from the Center's office
- A completed CWC Internship Program Application (see below).

Typical Areas of Responsibility

- Community Organizing: work with program staff to develop training presentations, communicate with community members and organize community meetings.
- Research: add to databank of information regarding water contamination and other related issues, help to facilitate analytical research and feasibility studies and track and evaluate results.
- Public Advocacy: schedule meetings with public officials, calendar public hearings, work with program staff to develop talking points and help organize and train community delegations.
- Media Outreach: work with communications staff to draft and disseminate press releases, track media coverage and organize media clippings.
- Development: work with development staff to plan and execute individual donor drives and fundraising events, coordinate and serve as resource for affiliate fundraiser program, research potential grant funding sources, and track grant and individual donation status.
- Administrative: maintain contacts database and help with general office duties and filing.

Length of Internships

Typically, CWC offers fall, spring, and summer internships. These internships require a minimum commitment of 7 hours (or 1 full office day) per week. Internships generally last for 3 months, though exact start and end dates are determined on an individual basis depending on the intern's schedule and the Center's needs. Upon approval by a CWC Co-Executive Director, interns may continue their work with the Center past their initial 3-month commitment.

Salary

CWC will make every effort to ensure that work study funds, where available, are secured for an intern through his or her college or university. CWC does offer a small stipend for high school interns and those interns otherwise not eligible to receive work study. Interns wishing to receive academic credit for their work will not be paid if their academic institution stipulates that credit will only be given for unpaid internships. CWC will gladly work with a school to see that credits are approved.

Application Process

Interested students must fill out the CWC Internship Application. Resumes, letters of recommendation and writing samples are welcome, but not required.

Mail the Application and any additional items to:

Community Water Center
311 W. Murray Ave.
Visalia, CA 93291

As applications are received, staff members will evaluate the materials and choose qualified candidates to be interviewed for the position. Once candidates are selected for internship positions, they will be notified by telephone and a confirmation letter will be sent by mail.

If you are not selected for an internship, Community Water Center encourages you to apply again in the future. If you have any questions, please contact Susana De Anda at (559) 733-0219 or Susana.deanda@communitywatercenter.org.



CWC Internship Application

Please fill out the information below and MAIL TO: Community Water Center, 311 W. Murray Ave., Visalia, CA 93291.

Contact Information

Today's date: _____

Name: _____

Birthdate: _____

Permanent address: _____

Phone: _____

Fax: _____

Email: _____

Expected dates of internship: *Start* _____ *End* _____

If receiving academic credit, amount to be awarded: _____ credits

In case of emergency, please contact:

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Education

Current school: _____

School address: _____

Main school phone: _____

Current GPA: _____ *Expected degree:* _____

Expected graduation date: _____

Faculty advisor (if applicable): _____

Advisor Phone: _____

Office overseeing your internship (if applicable): _____

Contact Name: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

Experience

(Please include any pertinent employment and internship positions. If you have experience at more than 3 organizations, please list additional experience on a separate sheet and attach.)

Organization 1: _____

Dates: _____

Title: _____

Supervisor: _____

Phone: _____

Duties: _____

Organization 2: _____

Dates: _____

Title: _____

Supervisor: _____

Phone: _____

Duties: _____

Organization 3: _____

Dates: _____

Title: _____

Supervisor: _____

Phone: _____

Duties: _____

Special Skills: _____

Will you be working or taking classes during your internship? If so, what times/days?

In general, what would be your availability during the internship period?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							

Will you have transportation available? Where will you be living?

How will your previous academic/work experience assist you in being successful in the responsibilities of your internship?

Why have you chosen to apply for an internship at Community Water Center?

What are you hoping to learn or experience during your internship with Community Water Center?

How did you hear of Community Water Center?

- TV
- Radio
- Internet
- Newspaper
- High School Career Office
- High School Internship Office
- College Career Office
- College Internship Office
- Other:
