



## General Intern - Marketing

Silicon Valley Clean Water

**Full Time – 40 Hours/Week – Up to 960 hours total – No Benefits**

\$26.74 - \$32.50/hr. depending on qualifications – Two (2) Positions Available

### ABOUT SVCW

Silicon Valley Clean Water (SVCW) is a diverse group of approximately 100 people dedicated to conveying and treating wastewater from more than 300,000 people and businesses in our service area. We are a Joint Powers Authority serving the communities of Belmont, Redwood City, San Carlos, and the West Bay Sanitary District. We value environmental stewardship and innovation and, by effectively treating wastewater at our advanced treatment facility, we help keep San Francisco Bay clean and environmentally healthy. SVCW is currently celebrating its 50th anniversary under the campaign “Innovation at 50,” highlighting decades of environmental leadership and a forward-looking vision for clean water. More information can be found at [www.svcw.org](http://www.svcw.org).

### POSITION DESCRIPTION

SVCW is hiring two (2) Marketing Interns to support our growing communications and community engagement efforts. This is a hands-on, full-time role designed for college students or recent graduates who are passionate about marketing and eager to apply what they’ve learned in the real world. Interns will work closely with SVCW’s communications team to execute campaigns, create content, and build the brand presence of a mission-driven public agency. The schedule is Monday–Thursday on-site at our Redwood Shores facility, with Fridays remote.

#### Key responsibilities include:

- Supporting execution of the “Innovation at 50” multi-channel awareness campaign, including content development for digital, social, and print
- Creating and scheduling social media content across LinkedIn and other social platforms that you will help us build a presence on e.g. TikTok, Instagram, Facebook
- Assisting with website content updates, blog posts, and SEO-optimized copy for [svcw.org](http://svcw.org)
- Supporting community outreach and event participation, including local municipal event participation e.g. art & wine festivals
- Helping build and grow SVCW’s email subscriber list through opt-in campaigns, event sign-ups, and outreach initiatives
- Building and maintaining an organized digital content library, cataloging photos, event coverage, videos, technical papers, and other assets that can be leveraged for awareness and outreach campaigns
- Conducting a comprehensive inventory of existing SVCW content assets – including historical photos, facility and event images, video footage, published reports, and whitepapers – and tagging materials for easy retrieval and reuse across campaigns

### MINIMUM QUALIFICATIONS

- Currently enrolled in or recently graduated from an accredited college or university with a degree or concentration in Marketing, Communications, Public Relations, or a related field
- Completed coursework in marketing strategy, digital marketing, social media, content creation, or brand communications

- Strong written communication skills with an eye for clear, engaging storytelling
- Familiarity with social media platforms (LinkedIn, Instagram, TikTok, Facebook) and basic content scheduling tools
- Experience or coursework with design tools (Canva, Adobe Creative Suite) is preferred, but not required
- Interest in or experience with email marketing, analytics, or CRM platforms is a plus
- A genuine interest in environmental stewardship, public service, or sustainability is preferred
- Highly organized, self-motivated, and able to manage multiple projects in a deadline-driven environment

## SELECTION PROCESS

Applicants meeting minimum qualifications are not guaranteed advancement in the hiring process. Those candidates whose application indicates their experience and education are best suited to meet the current needs of the agency will be invited to participate in the examination and/or interview process.

## HOW TO APPLY

Application and Job Announcement can be found on the careers page at [svcw.org](http://svcw.org)

- Complete an SVCW online employment application (*A resume & cover letter will not be accepted in lieu of the Authority's application*)
- Please attach a copy of your resume

**FILING DEADLINE – *Open Until Filled*.** Applicants are encouraged to apply immediately.

*All final candidates for employment must be able to pass a criminal background check after a conditional job offer is made. All persons hired by the Authority will be required to verify their identity and authority to work in the United States as required by the Immigration Reform and Control Act of 1986. Every employee appointed to a position at SVCW shall serve at the will and pleasure of the appointing authority.*