



Management Internship at FRWRD
Location: Elgin & South Elgin, Illinois

About FRWRD:

The Water Reclamation District, FRWRD in South Elgin is committed to protecting and preserving our local water resources through innovative technologies and sustainable practices. We play a vital role in treating and recycling wastewater to ensure a safe and healthy environment for all.

Internship Overview:

The Management Intern within the Water Reclamation District will play a vital role in supporting various administrative and operational functions of the district. This position offers an exceptional opportunity for individuals interested in gaining hands-on experience in management within the water reclamation sector. The intern will work closely with experienced professionals in the district to gain insights into the complexities of water management, environmental stewardship, and organizational management.



Responsibilities:

Administrative Support: Provide administrative assistance to department managers and senior staff members, including scheduling meetings, preparing documents, maintaining records, and managing correspondence.

Project Assistance: Assist in the planning, execution, and monitoring of various projects related to water reclamation, wastewater treatment, and environmental conservation initiatives. This may involve conducting research, collecting data, and preparing reports.

Policy and Regulation Analysis: Support the analysis of policies, regulations, and legislation relevant to water reclamation and environmental management. Stay updated on regulatory changes and assist in ensuring compliance with relevant laws and standards.

Community Outreach: Participate in outreach activities aimed at engaging with the community and stakeholders to raise awareness about water conservation, environmental protection, and the role of the Water Reclamation District. This may include attending public meetings, organizing educational events, and developing informational materials.

Data Management and Analysis: Assist in the collection, organization, and analysis of data related to water usage, wastewater treatment processes, and environmental impact assessments. Use software tools and databases to manage and analyze data effectively.

Operational Support: Collaborate with operational teams to understand the day-to-day functioning of water reclamation facilities. Gain exposure to various operational processes, maintenance activities, and safety protocols.

Professional Development: Actively participate in training sessions, workshops, and professional development opportunities provided by the Water Reclamation District. Take initiative to enhance skills and knowledge relevant to the field of water management and environmental sustainability.



Qualifications:

- Currently enrolled in a Bachelor's or Master's degree program in Environmental Science, Engineering, Public Administration, Business Administration, or a related field.
- Strong organizational skills with the ability to multitask and prioritize effectively.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and familiarity with data analysis tools/software.
- Ability to work independently as well as collaboratively in a team environment.
- Demonstrated interest in environmental sustainability, water management, or a related field.
- Willingness to learn and adapt to new challenges in a dynamic work environment.

Benefits:

- Gain valuable experience in the field of water reclamation and environmental management.
- Work alongside industry professionals and experts in the field.
- Networking opportunities with stakeholders and professionals in the environmental sector
- Flexible scheduling to accommodate academic commitments.
- Potential for academic credit or stipend (dependent on program requirements)
- Building careers for the future

This internship provides an excellent opportunity for individuals passionate about environmental conservation and interested in pursuing a career in water management or public administration. The Management Intern will gain valuable experience, mentorship, and networking opportunities within the Water Reclamation District while contributing to important initiatives aimed at safeguarding water resources and promoting sustainable practices.

How to Apply:

To apply for this internship opportunity, please submit your resume and a brief cover letter outlining your interest in the position and relevant experience to the Chief of HR and Admin, Dr. Promod Vohra at pvohra@frwrd.com. Please include "Water Reclamation Management Internship Application" in the subject line.

Join us in our mission to safeguard our water resources and create a more sustainable future for generations to come. Apply today and be a part of the solution!