

## Student – Community Relations

This position reports to the Director of Communications and Corporate Citizenship and is located at the Electric Center, 1200 Fort Vancouver, Vancouver, Washington. The scheduled hours of work are Monday through Friday, 8:00am to 5:00pm however, work schedules will be determined with consideration around student class schedule commitments. Occasional evening and weekend event support needed.

### WHAT YOU WOULD DO:

Support Communications and Corporate Citizenship with administrative tasks, coordination and analysis related to government affairs, community relations and outreach.

### QUALIFICATIONS:

High School graduate and must be currently enrolled in college taking a minimum of 10 credit hours. Applicants living in Clark County preferred. Position is best suited to students with interest in Communications, Political Science, Community Relations or other social sciences and humanities.

- Assist with community and employee events, and engagement activities including set-up, staffing and coordination, as needed
- Coordinate clothing, branded items and printed material inventory including: tracking, organizing and fulfilling employee requests
- Train as student education field trip and career outreach host and help to lead tours during the school year
- Review, monitor and track local, state and federal policy or public meeting activity as needed
- View local public meetings as needed and provide summaries of discussions on issues of utility interest
- Write, edit and format correspondence and materials

Completes tasks with minimal supervision, high accuracy and in order of urgency and priority. Requires diplomacy and discretion with ability to build and maintain relationships. Requires sophisticated communication abilities including writing, facilitation, public speaking and community organizing skills. Must be able to develop and interpret complex communications materials for a wide variety of audiences. Demonstrates a history of reliability and impeccable judgement in high-stakes environments, working independently and within established deadlines/timeframes.

### BENEFITS:

As a public utility district in Washington State, Clark Public Utilities student employees may be enrolled in the Public Employee Retirement System. Student employees will also receive one hour of sick leave for every forty hours worked.

### SALARY:

Salary ranges are market based and established annually. Student employees are eligible for pay increases based on the number of hours worked.

**2025 Salary: \$20.00/hour**

### HOW TO APPLY:

Please send your resume with a cover letter via email to [jobs@clarkpud.com](mailto:jobs@clarkpud.com). Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

### Equal Opportunity Employer

*At Clark Public Utilities, we are committed to being a place  
where a diverse mix of talented people want to come, to stay  
and do their best work.*