



## INTERNSHIP OPPORTUNITY AVAILABLE

### Jersey WaterCheck Intern

#### ABOUT US:

**New Jersey Future:** Founded in 1987, New Jersey Future is a nonprofit, nonpartisan organization that promotes sensible growth, redevelopment, and infrastructure investments to foster vibrant cities and towns, protect natural lands and waterways, enhance transportation choices, provide access to safe, affordable and aging-friendly neighborhoods, and fuel a strong economy. New Jersey Future does this through original research, innovative policy development, coalition-building, advocacy, and hands-on technical assistance. Embracing differences and advancing fairness is central to New Jersey Future's mission and operations. New Jersey Future is firmly committed to greater justice, equity, diversity, and inclusion through its programs, internal operations, and external communications. The organization is based in downtown Trenton, NJ. For more information, visit [www.njfuture.org](http://www.njfuture.org).

**Jersey Water Works:** [Jersey Water Works](#) is a collaborative effort of many diverse organizations and individuals who embrace the common purpose of transforming New Jersey's inadequate water infrastructure by investing in sustainable, cost-effective solutions that provide communities with clean water and waterways; healthier, safer neighborhoods; local jobs; flood and climate resilience; and economic growth. Through a collaborative approach, Jersey Water Works engages the unique perspective and expertise of its member organizations to solve complex problems. New Jersey Future provides backbone support to Jersey Water Works.

**Jersey WaterCheck:** Water and wastewater infrastructure are essential to the health and wellbeing of our communities. [Jersey WaterCheck](#), an initiative of Jersey Water Works, brings together information on water and wastewater systems from multiple sources in one easy-to-use website. This online resource connects New Jerseyans to New Jersey water systems and helps depict the story of New Jersey's water. Jersey WaterCheck is Jersey Water Works' shared measurement system that strategically monitors key facets of improving water infrastructure in New Jersey.

**BACKGROUND:** New Jersey Future is looking for a highly organized, motivated individual to work on a comprehensive data update for [Jersey WaterCheck](#), [Jersey Water Works](#) data dashboard.

The intern will be required to verify existing data, gather relevant new data on New Jersey's water and wastewater systems, and compile it into a spreadsheet, as well as issue a survey to utilities and towns and conduct survey follow-ups. This will be the fourth annual data update for Jersey WaterCheck, which was launched in March 2021.

**INTERNSHIP SUMMARY:** The intern, reporting to the Director of Collaborations and Organizational Equity, will support tasks related to the annual data update for Jersey WaterCheck. Where relevant, they will verify existing data for utilities and towns. The intern will provide support with the online survey distributed to utilities and municipal towns via email, call utility and town offices to follow up for information, and, when required, file open public record requests. The intern will also update relevant utility and municipal town contacts in our existing database to support data gathering tasks for Jersey WaterCheck.

## RESPONSIBILITIES

The intern's responsibilities will include, but not be limited to:

- Gather relevant new data as needed.
- Conduct follow-ups for the utility survey via email and phone.
- Write an internship-end blog post.
- Complete other tasks to support the annual Jersey WaterCheck data updates as needed.
- Support communications efforts for Jersey WaterCheck.

## REQUIREMENTS

- Experience gathering data, managing large data sets in Google Sheets/Microsoft Excel
- Handling data validation tasks.
- Demonstrated ability to complete accurate, detail-oriented work.
- Demonstrated ability to manage multiple work items at once.
- Basic working knowledge of Geographic Information Systems (GIS) skills and R programming desired.
- Strong writing and communication skills, including data visualization skills.
- Ability to work independently in a remote working environment.
- Current college student or recent graduate.
- Interest in water infrastructure issues and/or environmental sustainability.

**COMPENSATION:** This is a part-time job (averaging approximately 15 hours a week for 16 weeks) at the hourly rate of \$15 per hour. As a part-time employee, you are not eligible for benefits, such as disability, health, dental, vision, or life insurance. No PTO days will be accrued, but you will earn one hour of sick time for every 30 hours worked. The Jersey WaterCheck (JWC) Program team will work with the successful candidate to determine the specific internship start date in July/August 2023 and ending date.

New Jersey Future employees are working on a hybrid work-from-home and in-office schedule. The JWC Program team will work with the intern to determine whether their schedule will be hybrid or remote.

**APPLICATION:** Interested and qualified candidates should submit a cover letter and a resume to [HR@njfuture.org](mailto:HR@njfuture.org) by May 15, 2023. Please write "Jersey WaterCheck Intern Application" in the subject line. If selected relevant references may be required.



*At New Jersey Future, we embrace differences and advance fairness as a means to nurturing powerful ideas and realizing meaningful social change. All qualified candidates are encouraged to apply and will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.*