



**NOTICE OF SUMMER INTERNSHIP**  
**Communications & Human Resources Intern**  
**1 Opening**

**Opening Date:** 2/09/2024

**Closing Date:** Until Filled

**Starting Pay Range:** \$16.00 per hour.

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**Summary of Job Duties and Responsibilities**

- Assist in drafting and editing internal and external communications, including emails, newsletters, and social media posts.
- Support the development and execution of communication plans for company initiatives and events.
- Aid in the coordination of recruitment activities, including job postings, screening resumes, and scheduling interviews.
- Assist with maintaining employee records, updating HR databases, and organizing HR-related documents.
- Provide general administrative support to the communications and HR teams as needed.

**Knowledge, Skills, and Abilities**

- Basic understanding of communication principles and practices.
- Familiarity with social media platforms and content creation.
- Strong written and verbal communication skills.
- Basic knowledge of human resource functions and practices.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Ability to multitask, prioritize, and manage time effectively.
- Strong attention to detail and organizational skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.

**Minimum Qualifications**

High School Diploma or GED

Must have completed two (2) years of study towards a bachelor's degree in business administration, communications or human resources.

**Special Qualifications**

Must pass a criminal background check.

Must be a high-performing, innovative, values-driven, informed, and passionate individual.

**Work Conditions**

Works in a heated and cooled typical office environment.

**Benefits**

- Hands-On Experience
- Mentorship and Guidance
- Networking Opportunities
- Skill Development

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The above describes the general content and requirements for this job. It is not intended to be an all-inclusive list of duties, responsibilities, or requirements.

**How to apply**

The following forms must be submitted to [Internships@carkw.com](mailto:Internships@carkw.com) to be considered for this position:

- Application or Resume
- High School or College transcript
- One letter of recommendation

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[www.carkw.com](http://www.carkw.com)

We support diversity, equity, and inclusion in our workplace.