



Strategic Projects Intern Job Description

[The Water Tower](#), a nonprofit water innovation and research center in Buford, GA, is currently seeking a motivated and dynamic **Strategic Projects Intern** to support our team in executing high-impact projects and initiatives. The Water Tower core programs include applied research, technology innovation, workforce training, and industry engagement. The Strategic Projects intern position will be a cross-functional role to support projects across these core programs.

This internship offers a unique opportunity to gain experience working in a forward-thinking nonprofit setting to gain hands-on experience in strategic project management, problem solving, critical thinking, and communications.

Mission

The mission of The Water Tower is to be the hub for water industry solutions ensuring thriving communities and a safe environment. The Strategic Projects Intern will contribute directly to TWT's by supporting key programs, initiatives, and events in the areas of research, workforce development, industry engagement, and technology innovation.

Duties and Responsibilities

The Strategic Projects Intern will be responsible for the following tasks:

- Provide research and administrative support for the nearly \$2M Water Hub workforce training grant program
- Develop and grow outreach programs such as the Friends of The Water Tower individual giving program, a scout water badge program, license plate program, and more
- Develop and implement a comprehensive inventory system to track TWT assets
- Attend, support, and photograph TWT-hosted and rental events including workshops, conferences, networking receptions, etc.
- Update and maintain stakeholder mailing lists to grow the organizations audience and reach
- Attend meetings with TWT staff and collaborators
- Perform other duties as assigned or directed to meet the goals and objectives of the organization

Required Qualifications

- A successful candidate will be enthusiastic, proactive, and motivated
- Excellent interpersonal and communication skills
- Experience managing multiple projects as an organized multi-tasker with attention to detail

2500 Clean Water Court
Buford, GA 30519
www.theh2otower.org



- Willingness to learn (prior experience in the water industry is not required)
- Proficient with Microsoft Office Suite
- Currently pursuing a degree in business, science, communications, or other relevant field
- Ability to work on site in Buford, Georgia

Additional Information

This is a part-time, paid internship position. The duration of the internship is six (6) months, with a start date in October 2024.

Apply

To apply for this position, please send your resume and cover letter to Interns@theh2otower.org by Monday, October 7. For more information about The Water Tower, visit www.theh2otower.org.