



1723 Harney St.
Omaha, NE 68102-1960
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Mari Matulka
Director of Corporate Communications
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Communications Intern

Wage: \$10.50 hour
Date of Employment: May 13 for summer employment (start date) and possible fall semester.
Hours: 40 hours during summer months; 16-20 hours during the school year.
Location: Second floor, 1723 Harney St., Omaha, NE; business casual dress policy.

Minimum Requirements:

- Two years of college completed.
- Strong organizational skills; attention to accuracy and details.
- Self-starter.
- Ability to work with limited supervision.
- Ability to work on several projects at one time and meet deadlines.
- Writing skills, with emphasis on using active verbs; use of AP writing style.
- Strong skills and experience in Adobe InDesign and Photoshop.
- Knowledge of Microsoft Excel, Word and Outlook Express.
- Photography skills a plus.
- Work is done on a Mac.
- If recent graduate, must be pursuing post graduate hours.

Specific Responsibilities:

- Write stories for employee quarterly publication.
- Write stories, layout and take photos for monthly speakers bureau newsletter.
- Attend Memorial Park concert/fireworks event to distribute water at water wagon, July 2.
- Design Employee Photo Directory (deadline July 17).
- Coordinate and take photos at M.U.D. Night at the Royals, June 11.
- Design and write service recognition book (deadline August 3).
- Handle mailings of thank-you letters and tote bags to Heat Aid donors (ongoing).
- Maintain lobby literature rack (ongoing).
- Handle American Water Works Association mailing.
- Assist with Photoshop techniques, new ideas.
- Other duties as assigned.

If you're selected for an interview, please bring a portfolio of your layouts, designs and writing.

Person selected for the position must take a medically administered and evaluated drug screen as a condition of employment.

How to apply:

Applications or resumes may be faxed to 402.504.7020 or e-mail your resume to mari_matulka@mudnebr.com.

Deadline: Applications accepted until April 2, 2010

Metropolitan Utilities District is an equal opportunity employer (M/F/D/V).