

CENTRAL WASATCH COMMISSION
311 South State Street, Suite 330
Salt Lake City, UT 84111

August 5, 2026

Via E-Mail

Anette Garcia Fuentes
c/o 311 South State Street, Suite 330
Salt Lake City, UT 84111

Re: Employment Offer

Dear Anette:

It is a pleasure to extend to you an offer of employment with the Central Wasatch Commission interlocal entity (the “CWC”) during the period of 11 January 2027 – 5 May 2027. We are looking forward to having you join us.

Here are the details of your employment:

1. You will start work on **11 January 2027**, as directed by the CWC, in the position of a part-time intern. As such, you will perform the following services for the CWC:
 - (a) Assist with the creation and scheduling of content for social media platforms, newsletters, websites, and other digital communications.
 - (b) Draft and edit written materials, including blog posts, fact sheets, and outreach materials.
 - (c) Support public outreach efforts by attending and tabling at related community events.
 - (d) Attend meetings and events as needed and assist with photography, videography, and content development.
 - (e) Help maintain and update website content and communication databases.
 - (f) Assist with the production of videos, graphics, and multimedia content that communicate CWC initiatives and projects.
 - (g) Monitor social media engagement and provide recommendations for improving outreach effectiveness.
 - (h) Support the development and distribution of educational materials and public information campaigns.
 - (i) Perform other duties and special projects as assigned by the CWC’s Director of Public Affairs.

Please be aware and remember during your employment by the CWC that you are not authorized to make commitments or contracts on behalf of the CWC.

2. In your job you'll:

(a) Report to the CWC's Director of Public Affairs regarding your work, including administrative, outreach and communications matters. You also are subject to direction by the CWC's Executive Director.

(b) Be expected to be familiar with and committed to the CWC's mission and work as well as to utilize excellent written and verbal communication skills, collaborative interpersonal practices, sound critical-thinking and problem-solving skills, and to be organized in your job functions. You will comply with all applicable laws and regulations during your employment by the CWC, including those contained in the CWC's employee manual or announced to you from time to time by your supervisor.

3. You will work about ten hours each week, as scheduled by your supervisor, with the potential for some evening and weekend work. Your position requires both in-person and remote work, as directed by your supervisor, and your work hours may be staggered as reasonably needed based on scheduled meetings of the CWC's public bodies or other factors. Light physical effort is part of your job, as is frequent exposure to stress resulting from human behavior and your job requirements.

4. You will be a non-exempt employee and will be paid bi-weekly, in arrears, at the rate of \$20.00 per hour based on your actual work hours (with an option for school credit) and otherwise in accordance with the CWC's payroll practices. Your work week will be hybrid, with some days in-office, some days working from home, and in-person meetings as necessary, as directed by your supervisor. As a part-time employee you will not be eligible for health insurance coverage, retirement, paid time off or any other benefits. You will be entitled to use of a CWC laptop computer and reimbursement of your qualifying job-related expenses as per CWC policies, such as mileage reimbursement at then-current IRS rate for your CWC-related travel (excluding commuting) as and if requested by your supervisors.

5. Although it is anticipated that your internship with the CWC will last a minimum of approximately five months, you are and at all times will be an at-will employee whose employment may be terminated at any time by the CWC, with or without cause and with or without prior notice. Upon termination of your employment you only will be entitled to compensation for your work performed prior to the effective date of such termination. Upon termination of your employment, you are required to return all CWC property that you received during your employment, including equipment, keys, records, data, memoranda, models, and other items that are either owned by the CWC or are proprietary to the CWC.

6. The CWC shall own all social media postings and contacts arising through your work on behalf of the CWC, including all "followers" or "friends" that are acquired through accounts used or created on behalf of the CWC such as email addresses, blogs, Twitter, Facebook, YouTube and any other social media site or network. You will turn over those items (and any usernames or passwords) to the CWC upon termination of your employment.

7. Your employment will terminate on 5 May 2027.

Please acknowledge your receipt and acceptance of this job offer by countersigning this copy and returning it to the CWC within the next few days.

If you have questions, feel contact the undersigned.

Will McKay, Director of Public Affairs

I accept employment by the CWC as outlined above.

Anette GF
_ *Anette Garcia Fuentes*

Date: 5 August 2026