



## Job Opening: INTERN (Extra-help)

Pay Range: \$21.00 - 25.00 (hourly, DOE)  
(Bilingual/Spanish desirable)

*Bilingual employees receive an additional \$2.00 per hour pay following a demonstration and verification of Spanish language abilities.*

For full details on the position and directions on how to apply:  
<https://sonomacleanpower.org/job-opportunities>

Are you ready to lead the charge in shaping the future of local clean energy? Join Sonoma Clean Power (SCP) as an Intern!

SCP is on the lookout for two eager and adaptable Interns to play a key role in delivering on our Mission to turn the tide on the climate crisis, through bold ideas and practical programs. As the community-owned electricity provider for Sonoma and Mendocino counties, SCP is at the forefront of California's clean power transition, and we want a bright thinker like you to join our team!

### **About Sonoma Clean Power (SCP)**

SCP is not just an electricity provider; we are a catalyst for change. We procure electricity from clean, renewable sources including solar, wind and geothermal. Our commitment to clean energy has made us a leader in the industry, and we've been providing an optional 100% local renewable source since 2014.

### **Summary Description**

SCP offers a structured three-phase internship program designed to provide students with a comprehensive learning experience across various departments within the organization. Interns assist in various tasks including event preparation, customer service at the Customer Center, program support, and general administrative tasks.

Ideal candidates for this internship are individuals who are outgoing, self-starters, dependable, and able to work both independently with limited supervision and in a team environment. Must be a currently enrolled college student to apply.

The anticipated start date for this internship is January 2025.

**To apply, please email a resume, references, and your answers to the supplemental questions as a single PDF to: [jobs@sonomacleanpower.org](mailto:jobs@sonomacleanpower.org).**

Visit [www.sonomacleanpower.org](http://www.sonomacleanpower.org) to learn more about SCP.

**THE SONOMA CLEAN POWER AUTHORITY IS AN EEO/ADA EMPLOYER**



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This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees hired to work in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

### **INTERNSHIP SUMMARY**

SCP offers a structured three-phase internship program designed to provide students with a comprehensive learning experience across various departments within the organization. With a commitment to structured onboarding and training, SCP ensures interns are equipped with the necessary skills and knowledge to contribute effectively to the organization's goals.

Phases:

- Phase I - Students will operate within a work-based structure at the Customer Center. This phase includes orientation, training in SCP-specific computer applications, and learning fundamental agency procedures such as event coordination and customer service skills.
- Phase II - Phase II provides opportunities for interns to rotate amongst departments and work on meaningful projects, contributing to organizational goals and expanding their knowledge.
- Phase III - The final phase focuses on career readiness and preparation for the interns' future endeavors.

Under the direct supervision of the Customer Operations Manager, SCP interns assist in various tasks including event preparation, customer service at the Customer Center, program support, and general administrative tasks. The intern may be assigned to assist any SCP manager as needed.

This intern position requires individuals who are outgoing, self-starters, dependable, and able to work both independently with limited supervision and in a team environment. The position entails a flexible work schedule to accommodate event and Center operational needs, as well as class schedules.

### **REQUIRED QUALIFICATIONS**

**Experience and Training Guidelines** – Currently enrolled college student with the emphasis of

study in a field such as engineering, environmental sciences/studies, business, marketing, economics, or finance or placement through Sonoma Corps.

**Work Schedule** – A minimum of two, six- hour shifts per week to be scheduled on any days between Tuesday through Saturday. Additional shifts may be available at the Customer Center on evenings and weekends for events.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge and skills:**

- Knowledge of basic office organization, inventory, records maintenance, and electronic filing systems.

### **Ability to:**

- Learn and practice modern office procedures and equipment including but not limited to computers and applicable software applications such as Microsoft Word and PowerPoint, with advanced skills in Excel.
- Learn the Mission and functions of the SCP Authority sufficiently to explain to the public.
- Be flexible and adaptable to change in a fast-paced environment.
- Respond in a tactful and professional manner to inquiries, including telephone and in person, from members of the public, directors, and other interested stakeholders.
- Ability and eagerness to learn about new technologies and equipment that uses electrical energy.
- Maintain confidentiality and use discretion in the release of information; understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

## **PHYSICAL AND WORKING CONDITIONS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. A reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

**Environment** - Normal office environment with exposure to computer screens and off-site public events. The noise level in the work environment is usually typical of an office environment and most public events.

**Physical** - While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel, or operate standard office equipment; reach with hands and arms. Employees are occasionally required to walk and stand for prolonged periods; stoop, bend, kneel, and twist; and may lift up to 30 pounds. Employees must be able to communicate in person, in writing, by telephone, and represent SCP in various settings, with management, coworkers, vendors, consultants, and the public.

**Vision and Hearing** - Ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and operate assigned equipment. Hear in the normal audio range with or without correction.

*SCP actively works to provide an inclusive work environment, where people of different ethnicities, national origins, native languages, races, skin colors, sexes, genders, sexual orientations, ages, physical abilities, genetics, politics, religion, financial wealth, and education feel welcome, safe, and invited to fully participate at every level. SCP further seeks to contribute to a more inclusive and equitable society through our actions, our communication, our policies, and our investments. SCP expects all of its employees to contribute to these goals.*

**THE SONOMA CLEAN POWER AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN DISABILITIES ACT (ADA) EMPLOYER**