



## INTERN (Extra-help)

Pay Range: \$17.50 - 25.00 (hourly, DOE)

*(Bilingual/Spanish desirable)*

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.

### **DEFINITION**

Under direct supervision of the Advanced Energy Center Store Manager, the Sonoma Clean Power ("SCP") intern has a wide range of responsibilities including, but not limited to: assisting at the Advanced Energy Center ("Center") storefront with opening & closing the facility, assisting the Center Events Manager with event preparation, administration, and staffing both onsite and offsite events, providing excellent customer service and a positive experience for those visiting the Center in search of new technologies, and organizing special events (including night times and potentially on weekends). In addition, the SCP Intern will support program implementation and administration, provide public outreach and event support, and assist with general administrative tasks. The Intern may be assigned to assist any SCP manager, as needed.

### **DISTINGUISHING CHARACTERISTICS**

This position is distinguished by its responsibility for providing direct support to the Advanced Energy Center Store Manager, Programs staff and other SCP staff as assigned. This Intern should be outgoing, a self-starter, dependable, and able to work in a team environment or independently with limited supervision. The position is responsible for assisting with analytical projects as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Basic office organization, inventory, records maintenance, and electronic filing systems.
- Modern office procedures and equipment including but not limited to computers and applicable software applications such as Microsoft Word and Power Point, with advanced skills in Excel.
- Understand 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.

## **REQUIRED QUALIFICATIONS**

Experience and Training Guidelines - Current or recently graduated college student with the emphasis of study in a field such as engineering, environmental sciences/studies, economics, or finance.

License - Possession of a valid Class C California driver's license and a satisfactory driving record at the time of hire.

## **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. Reasonable accommodations 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.

**To apply, please email a cover letter, resume, and references as a single PDF to [jobs@sonomacleanpower.org](mailto:jobs@sonomacleanpower.org)**

This position will remain open until filled.

*SCP actively works to provide an inclusive work environment, where people of different ethnicities, national origins, native languages, races, skin colors, sexes, genders and gender identities, sexual orientations, ages, physical and mental abilities, genetics and ancestry, 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**