



INTERN
(Marketing/PR - Extra-help)
Salary Range: \$15.00 - \$20.00 (hourly, DOE)

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 Director of Public Relations and Marketing, the SCP intern has a wide range of responsibilities including, but not limited to: assisting with marketing, communications, public relations, social media, community outreach and administrative tasks. This position will assist the Agency with the opening/staffing of the Advanced Energy Center location and will be responsible for assisting with pick-up and delivery projects as assigned.

DISTINGUISHING CHARACTERISTICS

This position is distinguished by its responsibility for providing direct support to the Director of Public Relations and Marketing and other Marketing Department staff. This Intern should be outgoing, a self-starter, dependable, punctual and able to work in a team environment or independently with limited supervision.

KNOWLEDGE, SKILLS AND ABILITIES

Modern office procedures and equipment including but not limited to computers and applicable software applications such as Microsoft Word, Office and Power Point and Excel.

Understand the Mission and functions of the SCP Authority sufficiently to explain to the general 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.

Maintain confidentiality and use discretion in the release of information.

Understand and carry out oral and written instructions.
Arrive on time for scheduled work and be available throughout each scheduled work period.

Communicate clearly and concisely, both orally and in writing.

REQUIRED QUALIFICATIONS

Experience and Training Guidelines

Current or graduated college student with the emphasis of study in a field such as marketing, communications, or other related field.

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. The noise level in the work environment is usually typical of an office environment and 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 with or without assistance. 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 - 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 submit a cover letter, resume and references to jobs@sonomacleanpower.org Applications will be accepted until the position is filled.

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