



INTERN

(Extra-help)

Salary Range: \$15.00 - 20.00 (hourly, DOE) (20 hour per week minimum)

(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 Director of Programs, the SCP intern has a wide range of responsibilities including, but not limited to: assisting with transportation electrification efforts, building electrification, and special topical projects; conducting Title 24 modeling, economic modeling, spreadsheet analysis, and program research; and supporting program implementation and administration, public outreach and event support, contract research, and 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 Director of Programs, 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, Office and Power Point, with advanced skills in Excel.
- Basic experience with energy modeling software (EnergyPro, CBECC) preferred.
- 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.
- 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 and resume to
jobs@sonomacleanpower.org

This position will remain open until filled.

THE SONOMA CLEAN POWER AUTHORITY IS AN EEO/ADA EMPLOYER