



Outreach Intern

Application Deadline: September 15, 2019

About East Bay Community Energy

East Bay Community Energy (EBCE) is the Community Choice energy service provider for approximately 550,000 customer accounts across Alameda County. EBCE's charter is to provide its customers with low carbon, cost-effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles.

We want creative problem solvers that are excited to work in an entrepreneurial environment and grow our organization! EBCE is committed to a diverse and inclusive workforce that is reflective of Alameda County's rich culture and communities.

Position Summary

EBCE is seeking to hire a part-time Outreach Intern, reporting to the Marketing Director. EBCE is looking for candidates that engage with our customers at local events and potentially also manage a semester-long project that furthers EBCE's mission.

- **Culture:** EBCE fosters a culture of open communication, responsibility, curiosity, accountability, teamwork, and care. We welcome a diversity of experiences and perspectives.
- **Start date:** Target September 2019. The deadline to apply is September 15, 2019 at 5 PM. Candidates should send application materials to jobs@ebce.org and cc dliberman@ebce.org with the job title in the subject line.
- **Location:** This position will be based in EBCE headquarters in Oakland, near BART.
- **Employment:** As an equal opportunity employer, we are committed to diversity, equity, and inclusion and strongly encourage people of color, women, those who identify as LGBTQ+, non-binary individuals, and those with disabilities to apply.
- **Compensation:** Competitive compensation package offered, based on candidate experience. A Outreach Intern salary ranges from \$16-18 per hour. Anticipated maximum of 10-20 hours per week, increasing to 40 hours per week during summer months. Hours will include evenings and weekends to align with the timing of local events. EBCE is open to assisting with obtaining academic credit if applicable.

Position Details

Essential Duties and Responsibilities

- Represent EBCE at community outreach events
 - Provide members of the public with accurate information and answer frequently asked questions, including learning complex details about the customer experience and keeping up with changing information
 - Staff events, including packing materials, setting up and taking down booth or table, and engaging the public with accurate information and enthusiasm
 - Perform data entry into database, such as sign-up sheets from events
 - Maintain information resources in our shared knowledge base regarding future and past events, locations, sponsors, cost, staffing, level of attendance, and other metrics
- Administrative tasks and/or support of organization efforts as needed

Education, Experience, Knowledge, and Skills

- Education:
 - Enrolled in Undergraduate or Graduate program
 - Demonstrated interest in environmental studies, communications, or relevant field
 - Basic knowledge of and enthusiasm for clean energy and climate action
- Skills:
 - Knowledge of Alameda County and its communities
 - Exceptional and enthusiastic interpersonal verbal communication skills
 - Professionalism in presentation
 - Ability to self-direct once given initial guidance, follow-through on tasks, and keep supervisor informed of progress, challenges, and needed support
 - Quick learner, able to absorb new technical information, curious
 - Excellent writing skills
 - Detail-oriented and organized
 - Ability to work with a team, as well as independently motivated
 - Flexible availability, able to work evenings and weekends to staff community events
 - Valid California Driver's License*
 - Bilingual Spanish or Chinese language skills strongly desired

**Events take place throughout Alameda County; transportation and valid driver's license required and candidates should be prepared to work evenings and weekends to staff community events.*

Working Conditions

EBCE is committed to reasonably accommodate an applicant for known physical or mental disabilities so that the applicant may participate in the application process. EBCE will engage in a timely, good-faith interactive process with any employee with a known physical or mental disability to identify potential reasonable accommodations, if any, to enable the employee to perform the essential functions of his or her position.

Licenses/Certificates

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

Submission Requirements

Applicants must submit a cover letter outlining key qualifications and reasons for your interest and current resume including education. Please email these documents and any questions to: jobs@ebce.org and dlieberman@ebce.org by 5 PM on September 15, 2019.

Working at East Bay Community Energy

EBCE is committed to complying with applicable laws, including the Americans with Disability Act and Fair Employment and Housing Act, ensuring equal employment opportunities to qualified individuals with a disability. EBCE prohibits unlawful discrimination based on age, sex or gender (including pregnancy, childbirth, breastfeeding or related medical conditions), genetic information or characteristics, gender identity, gender expression, race, color, ancestry, national origin, religion, creed, marital status, military or veteran status, sexual orientation, physical or mental disability, medical condition, or on any other basis prohibited by federal, state, or local laws.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.