



## Outreach Intern

Application Deadline: May 17, 2019

**Summary:** Are you interested in advancing your career in outreach and communications? Do you want to build a career in industries dedicated to combating climate change? If so, East Bay Community Energy (EBCE) will give you experience in both fields. EBCE is the new community choice electricity provider for most of Alameda County. Residents and businesses in our communities receive greener electricity at lower rates than PG&E. We need an energetic, outgoing, informed individual to engage with our customers at local events over the summer months from June through August.

### About Working at EBCE

**Culture:** EBCE fosters a culture of open communication, responsibility, curiosity, accountability, and caring. As a small team, cultural fit is key to individual and team success.

**Start date:** This is a temporary internship with a desired start date of June 3 and anticipated end date of August 30. EBCE is open to extending the internship beyond August for local applicants that wish to continue working with our outreach team on an as-needed, on-going basis. Applications are requested by Friday, May 17. Candidates should send resume and cover letter with 3 references to [jobs@ebce.org](mailto:jobs@ebce.org) with the Job Title in the subject line.

**Location/Employment:** This position will be based in EBCE headquarters in downtown Oakland. We are an equal opportunity employer and strongly encourage people of color, women, and those who identify as LGBTQ to apply.

**Compensation:** Hourly rate of \$17. Anticipated maximum of 40 hours per week. Hours will include evenings and weekends to align with timing of local events.

**About Us ([www.ebce.org](http://www.ebce.org)):** East Bay Community Energy, also known as EBCE, is the new local electricity supplier in Alameda County serving approximately 550,000 customers. EBCE provides cleaner, greener energy at lower rates. EBCE reinvests earnings back into the community to create local green energy jobs, local programs, and clean power projects. The County of Alameda and 11 of its cities formed EBCE as a not-for-profit public agency that governs this new Community Choice Energy service. Processes and decisions are completely transparent, with Board and Community Advisory Committee meetings open to the public. EBCE also has a local team to run day-to-day operations and provide customer outreach to residents and businesses.

**The Position:** Under staff direction, the Summer Outreach Intern will perform community outreach by scheduling and attending events throughout Alameda County to inform and engage residents and to build awareness about East Bay Community Energy. The work performed requires excellent communication, public speaking, and community engagement skills.

Responsibilities to include, but are not limited to:

- 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
  - Identify and register for community events, including filling out registration forms
  - 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

## **Qualifications**

### Basic Qualifications

- Demonstrated interest in environmental studies, communications, or relevant field
- 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
- Basic knowledge of and enthusiasm for clean energy and climate action
- 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\*

*\*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.*

### Desired Qualifications

- Ability to begin work at EBCE as early as June 1, 2019
- Knowledge of Alameda County and its communities
- Bilingual Spanish or Chinese language skills strongly desired
- Resident of Alameda County

**Working Conditions:** The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position requires lifting and/or moving objects up to 20 pounds. EBCE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

**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, current resume including education, writing sample if applicable, and 3 professional references. Please email these documents and any questions to [jobs@ebce.org](mailto:jobs@ebce.org) by Friday, May 17, 2019 at 5 PM.

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