

## Green Business Advocate Internship \$13.00/hr

Community Energy Services Corporation seeks College of Marin students for the position of Energize Colleges Intern

About Energize Colleges & Community Energy Services Corporation (CESC)

The Energize Colleges Program ([www.energizecolleges.org](http://www.energizecolleges.org)) is a partnership between College of Marin and Strategic Energy Innovations to develop student knowledge, skill and experience within energy career pathways. Internships are 8-10 hours per week at \$13 per hour.

CESC is a 501(c)(3) community-based organization that has delivered energy, environmental, and home repair services to Bay Area residents since 1986. CESC promotes resource conservation and safety by providing building improvements and education where the Bay Area lives and works. CESC's East Bay Energy Watch (EBEW) and SmartLights programs are designed to help small businesses become more energy efficient. EBEW and SmartLights offer free start-to-finish technical assistance and instant rebates to help defray the cost of upgrading and/or repairing existing equipment. Both programs can help with comprehensive lighting retrofits, refrigeration retrofits, and referrals to appropriate HVAC programs.

The intern is expected to: perform outreach to the business community; enroll businesses with the SmartLights Program; and to assist enrollees to become Green Business Certified. The position starts immediately through Spring Semester 2017 and will run for approximately one academic term, potentially through Summer 2017.

### APPLICANTS MUST:

- Be a currently enrolled COM student pursuing an environmental degree or related field, such as business, finance, or relevant area of study, and have completed 1-2 courses in their major
- Have an interest in a sustainability or energy career
- Have reliable transportation to CESC's Berkeley, CA office
- Attend weekly campus team meetings at Kentfield Campus
- Participate in energy education high school engagement project
- Enroll in an internship course during Spring Semester (may be waived)
- Possess excellent written and oral presentation skills
- Have fluency with computer software, such as MS Word, Excel, PowerPoint, Adobe Acrobat, and other necessary applications
- Have the ability to multi-task and manage multiple projects at once
- Have a sense of humor and be team spirited

### DUTIES AND RESPONSIBILITIES:

The successful candidate will report to program managers and be expected to perform the following duties:

- Outreach
  - Speak with business owners about the SmartLights Program

- Facilitate communication between businesses, vendors, and program staff
  - Assist with customer outreach materials, such as flyers and applications
- Energy assessments and installations
  - Perform energy assessments for lighting refrigeration and HVAC opportunities
  - Install basic measures such as led lamps and pre-rinse spray valves
- Green Business Certification support
  - Assist businesses in completing a Green Business Checklist
  - Track job flow and vendor completion of jobs
- Clerical
  - Manage program databases and client files
  - Mail program applications and other materials to customers

**ADDITIONAL BENEFITS:**

- Will receive 1-on-1, on-the-job training by CESC staff, as well as shadowing field assessments
- Will receive educational materials and online resources to learn about energy efficiency technologies in lighting, refrigeration, and HVAC controls, and be encouraged to enroll in Pacific Energy Center classes when available and pertinent
- Will gain exposure to staff who can share their background and experiences from their careers