Location: TEC Irvine
Focus: Education & Training - Implementation and Outreach
Position: Intern (Project Administrator)
Terms: Internship, Part-time, Temporary
Timeframe: 10 weeks, approximately 62.5 hours total compensation provided by UCI beginning the first week of April
Recruitment: UCI Energize Colleges program (POC: Tyler Valdes <tsvaldes@uci.edu>)

Spring Intern Job Description

POSITION DESCRIPTION
The intern will support TEC with the following:
- Educator engagement through event support and facilitation;
- Toolkit material organization, shipping, and inventory; and
- Other activities as appropriate.

POSITION REQUIREMENTS:
- Background Check provided by TEC

DESIRED QUALIFICATIONS:
- Bachelor’s degree or equivalent completed or in progress;
- Experience with, or interest in K-12 on-campus engagement particularly those focused on sustainability and/or the environment;
- Excellent organizational and time management skills;
- Ability to prioritize and handle multiple tasks;
- Ability to complete assignments in a thorough, accurate and timely manner;
- Attention to detail and follow-through in tasks that meet assigned deliverables;
- Excellent oral and written communications skills for reports and professional communications - Proficient in English (verbal and written);
- Ability to perform required project tasks independently;
- Experience or willingness to conduct presentations (in-person or by webinar) to diverse audiences, particularly students and educators;
- Valid driver’s license, insurance and access to a vehicle for travel for meetings and events;
- Must enjoy and be comfortable working with school-age children, teachers, and other formal and informal educators;
- Has a “can-do” attitude, flexibility, and commitment to promoting a positive work environment for all;
• Active cell phone plan service;
• Experience with databases and data entry, as well as analysis;
• Comfortable working with external industry partners via phone, email and in-person;
• Competency with or interest in technology platforms (such as WordPress, Blackboard, Edmodo, Moodle, WordPress, AutoCAD, etc.), and
• Experience with Google Docs, Drive, and Apps and SalesForce platform preferred.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Must be able to lift 25 lbs
• Must be able to sit for extended periods of time
• Must be able to stand for extended periods of time
• Must have finger dexterity for typing/using a keyboard.

WORK ENVIRONMENT
The work environment characteristics are normal office conditions and in the field at school sites throughout Southern California. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPANY DESCRIPTION
The Energy Coalition (TEC) is a California-based 501(c)3 nonprofit with over forty years’ experience in partnering with communities, public agencies, private companies, educators and policymakers to design and implement sustainability strategies. As a social change organization, TEC’s mission is to create an abundant and healthy world by inspiring others to take responsible environmental actions. Working through our three core service areas - energy policy leadership, engagement and education, and smart energy solutions - we collectively achieve valuable environmental savings that benefit everyone.

TEC’s team consists of passionate self-starters who are motivated by their commitment to creating a sustainable future. We nurture the professional growth of our employees by offering opportunities for staff to apply and develop their skills, encouraging staff to learn from one another, and through in-house training and professional development funds to build expertise. TEC strives to create a great working environment that is open, flexible and collegial. While TEC’s team works hard to tackle challenging and meaningful work we also take time to celebrate our successes. If you are looking to join a high-performance organization focused on achieving a sustainable future, apply today!

COMPENSATION
This is a paid internship through UCI’s Energize College Program. The intern will be capped at 6.25 hrs/wk (62.5 total internship hours) with the conditions of an hourly rate of $12, a 10-week program and $750 budget allocation. This position is not eligible for company benefits.