

Claremont Energy Challenge Internships with Sustainable Claremont Fall 2016

About this opportunity: Claremont is in the final few months of a two-year energy efficiency competition with a \$5 million prize for community sustainability projects at stake. Sustainable Claremont has launched a variety of initiatives to educate and empower the community about home energy efficiency, and invites college students to take a leadership role in implementing these programs. Students will gain experience building a variety of skills (community outreach, volunteer coordination, project management, and more) that will be applicable in the environmental, nonprofit, business, and government sectors.

Walk the Town Intern

Manages Walk the Town, a door-to-door canvassing campaign designed to distribute information about the Claremont Energy Challenge to at least 10% of the homes in Claremont. Gains hands-on experience in community engagement campaign organization, volunteer coordination, and reporting outcomes.

Responsibilities:

- Recruit and train volunteers to walk door to door.
- Participate in walking door to door as time allows.
- Maintain databases of homes assigned, visited, and engaged.
- Follow up with volunteers as needed to assess progress, answer questions, and provide materials.
- Measure and report progress of the program regularly.

Neighborhood Coffee Intern

Neighborhood coffees are casual gatherings hosted at a Claremont resident's home in which neighbors and friends can learn about energy efficiency and the Claremont Energy Challenge. The neighborhood coffee intern coordinates these gatherings, gaining experience in event planning and community engagement.

Responsibilities:

- Create and distribute advertisements for coffee hosts.
- Follow up with interested hosts to schedule a date and time for the coffee. Coordinate with speakers/discussion leaders to ensure availability.
- Purchase supplies for the events as needed using program budget.
- Attend coffees when possible to assist with set-up and clean-up.

Online Communications Intern

The Online Communications Intern oversees the Claremont Energy Challenge website and social media pages, gaining experience in online marketing and website maintenance.

Responsibilities:

- Create content for email updates, including weekly energy-saving tips, in MailChimp.

- Develop a strategy for social media pages and create regular posts.
- Import MailChimp emails into blog section of Claremont Energy Challenge website.
- Other updates to website content as needed.

Events Intern

The Events Intern organizes educational workshops with community groups (such as churches, clubs, and organizations) and coordinates participation in community events, gaining experience in event planning, volunteer coordination, and forming community partnerships.

Responsibilities:

- Follow up with community organizations that are interested in hosting a workshop to finalize the timing and logistics of the event.
- Coordinate volunteers to staff booths at community events.
- Gather supplies necessary for community events.
- Attend community events when possible to assist with set-up, staffing, and/or breakdown.

K-12 Schools Education Intern

The K-12 Schools Education Intern will work with Sustainable Claremont's Schools Action Group to organize educational events at schools in the Claremont Unified School District. The events will educate students and families about home energy efficiency and will be tailored to each school's needs, culture and availability. The K-12 Schools Education Intern will gain experience with environmental curriculum development, event planning, volunteer coordination, and forming community partnerships.

Responsibilities:

- Establish contact at each school (in partnership with Sustainable Claremont's Schools Action Group) and determine what type of event would be feasible and successful
- Create educational curriculum and activities for each event
- Coordinate volunteers, materials, and other logistics necessary for each event
- Evaluate and report success of program

Yard Sign Intern

The Yard Sign Intern will manage a campaign to distribute yard signs featuring energy tips around town, acting as a physical reminder in the community to reduce energy use.

Responsibilities:

- Follow up with community members who are interested in displaying yard signs.
- Coordinate placement of signs, including working with volunteers to assist with placement.
- Create and manage database tracking status and location of signs.

Internships are unpaid and open until filled. To apply, please send a letter describing your interest and qualifications to:

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