

Clean Cities Intern: Zero Emission Vehicle Program

Appointment Type: Internship

Filing deadline: 5/28/19

Salary: Stipend

Date Issued: 5/10/19

Desired start date: 6/10/19

Weekly Time Commitment: June 10 - August 28 (average 30 hours/week)

The Department of the Environment for the City and County of San Francisco (SF Environment) is seeking an intern for the San Francisco Clean Cities Coalition from June 10-August 28, through the Clean Cities University Workforce Development Program (CCUWDP). The CCUWDP pays a stipend of \$3,600 to undergraduates working an average 30 hours/week and \$4,500 to graduate students working an average 30 hours/week.

SF Environment

The mission of SF Environment is to improve, enhance, and preserve the environment, and to promote San Francisco's long-term environmental sustainability. SF Environment works on policy and programming in areas such as Zero Waste, Toxics Reduction, Environmental Justice, Transportation, Climate Change, Energy, Green Building, and Urban Forest.

Program

Under the direction of SF Environment's Zero Emission Vehicle Team, the San Francisco Clean Cities Coalition organizes stakeholder outreach to educate fleets and the general public about the benefits of low and zero emission transportation and implements pilot programs to demonstrate alternative fuels and vehicles in public and private fleets. For more information visit cleancitiesssf.com and cleancities.energy.gov

Project

The Coalition is organizing three outreach events that will be held in San Francisco, Sacramento, and Fresno in fall/winter 2019/20 that require advance coordination with local stakeholders. These outreach events will each be 4-6 hours long and include an educational component (speakers and panels) and a "ride-and-drive" component featuring medium and heavy duty low/zero emission vehicles.

Intern Duties:

Although the events take place after the internship ends, the intern will take primary responsibility for upfront event coordination and developing event materials. Duties may include organizing and scheduling planning meetings/calls with project partners and stakeholders, taking and producing meeting minutes and follow up activities, researching and developing meeting materials and process agendas, identifying venues, refreshment vendors/caterers and other related duties. The intern will also provide as needed assistance for ongoing Clean Cities projects. No travel is required.

Intern professional development:

- Gain experience working in the environmental department of one of the world's most progressive and environmentally conscious cities.
- Network with staff and consultants working on transportation electrification and alternative fuels and vehicles.
- Access to trainings, professional development, and networking via the Clean Cities CCUWDP.

Minimum Qualifications:

- Experience with outreach and event planning
- Intermediate computer skills, including MS Office Suite
- Ability to conduct internet research and summarize results
- Flexible workstyle, able to accommodate changes in priorities
- Excellent oral and written communication skills

Desirable Qualifications:

- Interest in climate change mitigation with emphasis on transportation electrification and distributed energy resources.
- Appetite for reading and summarizing technical reports

Appointment Type: Paid Internship.

This 11-week position includes a stipend of \$3,600 to undergraduate students who work an average 30 hours/week and \$4,500 to graduate students working an average 30 hours/week. Students graduating in spring 2019 are eligible for the summer internship term. Participation in this program does not guarantee continued service with the City nor any future employment with SF Environment or the City and County of San Francisco.

Application Procedure:

Submit a cover letter (1-page max.), resume, writing sample and two references to:

Suzanne Loosen, Zero Emission Vehicle Program Coordinator

Suzanne.Loosen@sfgov.org

Subject line: CCUWDP Internship

VERIFICATION:

All applicants may be required to submit verification of qualifying experience, education, training, license, etc. at any point in the application, examination or departmental selection process. A copy of a diploma or transcripts must be submitted to verify the education requirement when requested. Verification of experience, when requested, must be on the employer's letterhead and must show the name of the applicant, job title(s), duties, dates of service, and must be signed by the employer. City employment may be verified by submitting a performance evaluation in lieu of other verification.

Failure to provide the required verification when requested may result in rejection of application and/or removal from eligibility for referral and appointment in this class. Verification may be waived if impossible to obtain. The applicant must submit a signed statement explaining why verification cannot be obtained. Waiver requests will not automatically be granted but will be considered on a case-by-case basis.

**Minorities, women, and persons with disabilities are encouraged to apply.
We are an Equal Opportunity Employer.**