GridAlternatives

Outreach and Administrative Intern

Background
Founded during the 2001 California energy crisis, the mission of GRID Alternatives (www.gridalternatives.org) is to empower communities in need by providing renewable energy and energy efficiency services, equipment, and training. We install solar electric systems exclusively for low-income homeowners with volunteers and job trainees, enhancing long-term housing affordability for low-income households by reducing their energy costs, and expanding economic opportunity for job seekers by providing skills and training in the growing field of solar.

Outreach and Administrative Intern
GRID Alternatives’ Central Coast office is looking for an Outreach and Administrative Intern in collaboration with UC Santa Cruz. This position is an opportunity for a highly motivated and enthusiastic person to join GRID Alternatives for an academic year term. Interns will gain valuable experience in the solar and non-profit industry to help launch their career while making significant contributions to GRID Alternatives and the broader community. Skills learned would include community outreach, basic solar design and installation process, and project management.

This would be an unpaid internship, consisting of 10-20 hours per week position assisting the Outreach Coordinator with client outreach efforts, administrative, and light installation responsibilities. The internship would count as coursework for an independent study class under the Environmental Studies department.

Duties

• Assist the Outreach Coordinator in the client application process, including initial outreach efforts; prescreen calls and emails, educating families about solar and the details of our program, assisting staff through the application process with all related paperwork.

• Assist in occasional site visits, post installation consultations and building inspections.

• Provide support to Outreach Coordinator in organizing and filing client documents and data entry.

• Assist in light construction activities such as site visits and building inspections.

• Responsible for some office operations/administrative duties including procuring office supplies, data entry, and implementing sustainable practices.
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Position Requirements

• Excellent communication skills: ability to educate low-income families about our services, ability to speak well about GRID Alternatives work, and be a positive GRID Alternatives representative in the community
• Ability to relate to diverse populations
• Highly organized and detail-oriented
• Computer proficiency, including MS Office
• Comfortable working independently and as part of a team
• Able to travel throughout the Central Coast region. GRID Alternatives provides travel reimbursement, but applicant must hold a valid drivers license.
• Flexible and willing to embrace change, go the extra mile, and bring ideas and energy to rapidly growing organization
• Ability to lift 25 pounds and occasional use of power tools (can be taught during the internship)

Preferred Qualifications

• Experience working in economically disadvantaged communities and with diverse populations
• Experience working with databases and Salesforce
• Proficient in Spanish language (verbal and written)
• Passion for environmental justice and working with low-income communities, sustainability, affordable housing, and the environment
• Experience or knowledge of the basics of solar energy and/or construction

Office Location
Most work would be done at a local office in Santa Cruz with some travel to the Monterey Bay area and possible trips to our Atascadero regional office.

To Apply
Fill out the provided application and email to GRID Alternatives Outreach Coordinator David Garti (dgarti@gridalternatives.org). Candidates will be evaluated by GRID Alternatives and Professor Chris Krohn.