

New Mexico Sustainable Energy Internship
Summer position, approx Jun 1 through August 22nd.

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The Coalition for Clean Affordable Energy is a coalition of environmental and consumer groups in New Mexico who promote the implementation of energy efficiency and renewable energy in New Mexico.

JOB DESCRIPTION

CCAIE interns will assist staff in researching energy efficiency and renewable energy projects in New Mexico. One project will involve documenting existing energy projects, both public and private. The research will be performed through site visits and phone interviews to document the work being done. Special attention will be given to photographing projects and documenting precise details of clean energy projects for CCAIE multimedia and web presentations, as well as other information dissemination. Intern will create fact sheets for use in sustainable energy advocacy work, including technical details, environmental benefits, economic impacts, consumer education issues, etc.

Another project will be compiling information about incentives and opportunities for consumers and developers to implement energy efficiency and renewable. This project will require graphic design, communication and organizational skills.

Interns may staff several public events to educate about renewable energy and energy efficiency in New Mexico to present materials they have helped to compile.

Intern will also be responsible for occasional presentations at public forums around New Mexico. Intern's duties may also include calling and recruiting volunteers, sending email alerts to activist members, planning and attending meetings, drafting letters to the editor, finding organizations, people and contact information, updating and managing MS Access databases and email lists, updating and creating outreach publications, updating and creating website materials, answering information requests, researching technical details pertaining to renewable energy and electricity grids and transmission, and creating new website features.

Other intern projects may include:

1. Collecting information on the economic impacts of the wind and solar energy industries in New Mexico and compile a report;
2. Assist in design and coding of a database driven website to effectively and efficiently distribute information on renewable energy issues and impacts to the general public.

QUALIFICATIONS/SKILLS REQUIRED:

Intern must have a good academic record and excellent writing, speaking and analytical skills. Candidate should be a self-starter who is unafraid to ask questions and seek assistance. Must have an interest in at least one of the following fields: energy, environment, air quality, or energy-related business.

Candidate must be able to collect technical information and present it using Power Point or other documentary style that combines imagery and text to communicate with a broad range of audiences about the clean energy activity in New Mexico. Candidate must be detail oriented, and able to accurately compile and organize the details of data collected. Candidate must have excellent computer skills.

We will consider applicants with a wide variety of backgrounds. Specific familiarity with the businesses and communities on the Navajo reservation and along I-10 in Southern New Mexico, and in rural eastern New Mexico where there is great potential for wind and solar energy projects is especially desirable.

APPLICATION PROCESS

To Apply:

First check the CCAIE website at www.nmccae.org/news for any announcements or changes regarding this position. A complete application will include:

1. Cover letter (include a few sentences on which of these projects most interests you and why); Please highlight in your cover letter how your particular skills relate to the potential projects outlined above.
2. Current resume;
3. A writing sample of your choice of fewer than 10 pages that highlights your writing and research skills;
4. List of three references. (Please include name, title, relationship to applicant, phone number and/or email address.)

Please include the four requested documents, preferably as pdf files, but acceptable as Word or text document attachments.

Send electronic file version via email to:

email: CCAEEinternship@nmccae.org and put "CCAIE Summer Intern" in subject line.

Compensation, time commitment and work conditions: Proposed compensation is \$9.50/hr for at least 30 hrs/week from early June to late August. Work conditions: Intern may work at their own location, but under the direction of CCAIE director, based in Santa Fe. Applicants must have a valid drivers license, but need not own a car. Car rental can be arranged by CCAIE for out-of-town event travel. Weekly meetings in Santa Fe will be required. Office space may be available in Santa Fe depending on intern's preferred work location.

Application deadline: May 13, 2008.

CCAIE is an equal opportunity employer and is committed to a policy of nondiscrimination with regard to race, sex, color, age, religion, creed, class, sexual orientation, national origin, and disability.