



## ***Seeks candidates for Community Outreach Student Intern***

### ***The Opportunity...***

Are you interested in exploring a career in community or government relations? Do you want to build a career in industries dedicated to combating climate change? If so, Silicon Valley Clean Energy (SVCE) will give you experience in both fields. SVCE is the new community electricity provider for 11 Santa Clara cities and unincorporated county areas. Residents and businesses in our communities will receive 100% carbon-free electricity at prices lower than PG&E.

### ***About Us...***

The Silicon Valley Clean Energy Authority is a new local public agency formed in March 2016 to bring cleaner energy to residents and businesses in participating communities. Participating jurisdictions include Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, Mountain View, Saratoga, Sunnyvale and the unincorporated areas of Santa Clara County. SVCE is guided by a Board of Directors, which is comprised of a representative from the governing body of each member community.

The principal purpose of SVCE is to implement a Community Choice Energy (CCE) program for its member communities. SVCE will purchase electricity on the open market from clean generation sources (such as solar, wind and hydropower) on behalf of customers in its service area. Electricity will still be delivered over the existing transmission system, which will continue to be owned and operated by the current electric utility. Implementing a CCE program helps achieve local community climate actions goals.

SVCE is in startup mode. The program will serve more than 200,000 customer accounts and is scheduled to begin its first customer phase in April 2017. In the meantime, all operational aspects of the new agency and program are being

built. Led by Tom Habashi, CEO, Silicon Valley Clean Energy now seeks to build its flagship team to develop the key administrative, marketing and power resource management functions needed to launch this exciting and important program.

### ***Job Purpose...***

Under staff direction, student interns will perform community outreach by attending events throughout Santa Clara County to inform and engage residents and businesses to build awareness about their new electricity provider. This position also requires research and analytical tasks for projects and assignments that utilize specific and acquired academic skills and knowledge for a variety of outreach and marketing-related activities.

The work performed for this internship requires good communication, public speaking, creative and independent research skills. Under the direction and guidance of staff, interns will research opportunities and complete in support of business development.

### ***Essential Duties...***

Under the direction of SVCE staff, the successful intern will:

- ◆ Perform tasks of an analytical or research nature for suitable projects or ongoing assignments which call for specific acquired academic skills and knowledge.
- ◆ Locate sources of information and collect and organize data, as directed.
- ◆ Assist with the development of written, graphic and/or oral reports.
- ◆ Create messaging and graphics for social media, write news releases and newsletter articles, and other presentation materials.
- ◆ Attend community events where SVCE will have a booth.

### ***Qualifications...***

Qualified candidates should be registered as a full-time student (minimum of 8 units) at a resident academic institution in a declared curriculum that will provide the specific skills and knowledge that will contribute to available work assignments.

Additionally, we are looking for someone who is passionate about learning, not afraid to be challenged outside the classroom and excited by the opportunity to apply acquired academic knowledge to real world business endeavors. The following skills are also highly desired:

- ◆ Exceptional writing skills
- ◆ Detail-oriented and organized
- ◆ Understanding and passion for the traditional and social media landscape
- ◆ Strong interviewing and presentation skills
- ◆ Graphic design skills highly desired
- ◆ Ability to work with a team, as well as independently motivated
- ◆ Passion to help build our brand while building your career
- ◆ Knowledge of Santa Clara County and its communities
- ◆ Bilingual Spanish or Chinese languages is strongly desired

Applicants must be able to perform the essential job functions with or without a reasonable accommodation.

### ***Hours and Pay...***

Full-time students may not work more than 20 hours per week during the school year. Summer interns may work up to 30 hours. The position pays \$18 per hour (benefits are not provided).

\*Candidates must also pass a routine background check. Events take place throughout Santa Clara County, transportation and valid driver's license required and candidates should be prepared to work occasional evenings and weekends to staff community events.

### ***Application and Selection Process...***

To be considered for this position, please submit a detailed resume and cover letter by Friday March 31<sup>st</sup> to:

[info@svcleanenergy.org](mailto:info@svcleanenergy.org)

or by mail to:

Silicon Valley Clean Energy  
333 W El Camino Real, Suite 290  
Sunnyvale, CA 94087

