



Now Hiring- Office Support Intern

Available openings: One part-time (20 hrs/wk)

8/17/2011

Position closes: When filled

Position duration: Interns reapply each semester up to a maximum of two years

Salary: \$9.25 per hour

Position Description

Duties and responsibilities are illustrative and may vary.

- Educate the public about Redwood Coast Energy Watch, utility, state, and federal energy efficiency programs including Energy Upgrade California and CHF
- Contact customers that have expressed interest in free residential energy efficiency services, determine their eligibility, and schedule Residential Service appointments
- Assist Energy Resource Center walk-in customers and Energy Answerline call-in customers
- Assist with promoting residential programs through marketing and outreach activities including community events, presentations, and advertisements
- Provide appointment scheduling support for multiple installers
- Perform office tasks such as: answering phones, processing paperwork, and entering data
- Provide assistance to the Residential Energy Specialist

Preferred Qualifications

- Some experience with customer service or sales
- Interest and some education in energy efficiency and renewable energy
- Solid communication skills and professional attitude
- Detail-oriented, highly-organized, with the ability to focus on tasks, take direction, and complete assignments in a timely and accurate manner
- Proficient computer skills using Microsoft Windows, Word, Excel, and email
- Current enrollment in college coursework



Additional Desirable Qualifications

- Prior experience working as an office assistant
- Experience with the following computer software: Microsoft Access, Microsoft Outlook, Google Calendar, and Google Maps
- Experience scheduling appointments for multiple people
- Prior experience working for a public agency



Application Procedures

Submit a resume and cover letter to Ben Mattio, Energy Specialist, by email (preferred) or post. The position is open until filled; applicants are encouraged to apply early.

E-mail: bmattio@redwoodenergy.org

Address: 517 5th Street, Eureka, CA 95501

Phone: (707) 269-1700 Website: www.redwoodenergy.org

The Redwood Coast Energy Authority's purpose is to develop and implement sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient and renewable resources available in the region.