

## **Humboldt County Green Communities Internship**

### **Local Government Operations Greenhouse Gas Emissions Inventories Program**

Job Description:	Intern, Greenhouse Gas Emissions Inventory
Location:	Positions available with Redwood Coast Energy Authority in Eureka, with required travel to other Cities in Humboldt County.
Duration:	September 12, 2011 to December 16, 2011
Type:	PAID / PART-TIME / TEMPORARY
Salary:	\$9.25/hour for up to 16 hours per week, with ICLEI- Local Governments for Sustainability – Local Government Operations Protocol (LGOP) Workshop Program attendance required (see schedule below).

The Humboldt County Green Communities Program is designed to train local government staff to understand and complete a greenhouse gas (GHG) emissions inventory and to train interns in these green job skills. The program is part of a portfolio of programs administered by Pacific Gas and Electric Company (PG&E) using rate payer funds under the auspices of the California Public Utilities Commission. Dependent on funding, subsequent phases will potentially include community-wide GHG inventories and eventually Climate and Energy Action Plans for some or all of the participating jurisdictions. Growing awareness of the impacts of global warming on California communities coupled with legislative mandates has created a need for climate action planning; and the baseline GHG emissions inventory is an important first step in a jurisdiction's climate protection initiative.

There are a number of positions available for graduate-level students and community members interested in a one-of-a-kind professional opportunity. The Redwood Coast Energy Authority will work with the non-profit organization ICLEI-Local Governments for Sustainability for GHG training and expertise. Interns will attend training sessions led by ICLEI staff where they will learn how to work with ICLEI's Clean Air and Climate Protection (CACP) software, how to analyze data from various sources related to greenhouse gas emissions, and how to properly document local government GHG emissions in California. This course will provide interns with an excellent opportunity to gain hands-on experience producing greenhouse gas inventories for local government jurisdictions.

Approximately 3 interns will be hired for this work, depending upon the number of local government participants. Each intern will assist one or two jurisdictions in performing a Local Government Operations GHG Emissions Inventory in accordance with the Local Government Operations Protocol (LGOP) developed by the California Air Resources Board, ICLEI, and The Climate Registry (<http://www.arb.ca.gov/cc/protocols/localgov/localgov.htm>). Interns will work alongside personnel from the cities and/or the Energy Authority who will also be attending the

ICLEI training courses. The final deliverable will be a “2005 Local Government Operations Greenhouse Gas Emissions Inventory,” detailing the jurisdiction’s GHG emissions using graphs, tables, and narratives.

Interns will be expected to attend all workshop sessions, develop relationships with local government staff, and source all data necessary from staff members to build and complete an inventory report, according to the LGOP. Interns will be paid to provide up to 16 hours of work per week for 14 weeks to complete these tasks.

**REQUIRED TRAINING SESSIONS ANTICIPATED SCHEDULE**

<b>Training</b>	<b>Planned Date</b>
Kick-off Training (6-7 hrs)	September 16 (Friday)
Webinar on Special Facilities (2 hrs)	September 23 (Friday)
Webinar on Quality Control (2 hrs)	September 30 (Friday)
Training on CACP emissions calculator (6-7 hrs)	October 28 (Friday)
Training on Report Preparation & Final Presentations (6-7 hrs)	November 18 (Friday)

**Student Duties:**

- Attend all ICLEI training sessions and webinars
- Meet with Energy Authority and/or city staff at least twice a week
- Assist staff in collection of relevant data from jurisdiction
- Analyze and convert relevant data into proper energy units for entry into master data sheet
- Work with CACP software to create emissions inventory for assigned jurisdiction
- Meet all deadlines laid out in the course schedule

**Requirements:**

- MS Office; advanced Excel, data entry, and Word experience
- Quantitative skills
- Excellent communication skills
- Transportation to and from on-site locations at jurisdictional offices
- Commitment to 16 hours per week to work on inventories
- Demonstrable experience working both independently, and in a team setting
- Strong attention to detail, organizational skills, takes instruction effectively

**Desired Skills and Qualifications:**

- BA/BS, MS or other certificate in Environmental Studies, Public Policy, Land Use/City/Urban Planning, Engineering or related degree.
- Experience with climate change policies, greenhouse gas inventories, and/or inventory protocols
- Experience working with local governmental agencies and/or non-profit organizations
- Ability to exercise discretion and independent judgment

**To apply for this internship:**

Please submit a resume and RCEA application form via email, fax or post mail, to be received **no later than September 5th**.

Potential candidates will be asked to complete an excel proficiency exam and sign an Intern Agreement form to be considered for the position.

**For more information or to apply, contact:**

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To learn more about the Redwood Coast Energy Authority please refer to our website:

[www.redwoodenergy.org](http://www.redwoodenergy.org)

To learn more about PG&E's Sustainable Communities initiatives please refer to the website:

[www.pge.com/sustainablecommunities](http://www.pge.com/sustainablecommunities)

To learn more about ICLEI please refer to the website:

<http://www.iclei.org/index.php?id=global-about-iclei>