



REDWOOD COAST Energy Authority

Now Hiring- Residential Installation Interns

Available openings: 3 part-time (up to 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
- Provide outstanding customer service with a professional attitude
- Install energy-efficient technologies in residents homes by appointment
- Strictly uphold installation procedures and program guidelines
- Conduct residential energy surveys
- Accurately complete paperwork and enter 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
- Be able to commit to a regular schedule and make scheduled appointments
- Experience with hand tools and home maintenance practices
- Proficient computer skills using Microsoft Windows, Word, Excel, and email
- Available for 6-8 hour shifts, including some weekends
- Current enrollment in college coursework

Additional Desirable Qualifications

- Experience maintaining an appointment schedule
- Home maintenance experience
- Ability to work in confined spaces and use a respirator
- Experience with the following computer software: Microsoft Access, Google Calendar, and Google Maps



Application Procedures

Submit a resume and cover letter to Ben Mattio, Energy Specialist, by email (preferred) or post. The positions are 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.