



RISING SUN ENERGY CENTER

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BUILDING HEALTHY COMMUNITIES THROUGH CLIMATE SOLUTIONS AND GREEN CAREER PATHWAYS

GETS PROGRAM INTERNSHIP

Rising Sun Energy Center, a non-profit 501(c)3 organization, seeks an intern to work closely with Rising Sun staff on a variety of research and policy-related projects. Our mission is to create sustainable communities through green training solutions, and this internship will allow you to take part in our work and the green movement. You will be working closely with the Green Energy Training Services (GETS) Program Manager to support our job training program and social enterprise.

Please note: This is an unpaid internship. Rising Sun is happy to provide documentation for earning course credit, community service, etc.

ABOUT RISING SUN

Since 2000, Rising Sun Energy Center (www.risingsunenergy.org) has provided energy-efficiency services and education to communities in the East Bay and Marin while providing training and employment opportunities to youth and adults. We provide our services through innovative community service programs that integrate workforce development with low-or-no-cost residential energy efficiency services. Over the past nine years, Rising Sun has trained more than 650 youth and adults and provided more than 13,000 homes with energy and water saving measures, carbon footprint reduction strategies, and advice on further energy savings. Please see our website for more details.

INTERNSHIP DETAILS

Interns' duties will include the following:

- Researching, analyzing, summarizing, and evaluating information relevant to the program, including policies, curriculum elements, program evaluation techniques, and workforce development best practices;
- Organizing and setting up for meetings; attending webinars, conference calls, and meetings; taking notes and presenting an overview to staff
- Policy research, with a focus on workforce development, energy efficiency, and economic development incentives
- Writing memos and research summaries
- Outreach to clients, local business partners and community-based organizations
- Curriculum review and design
- Data entry, database management
- Other tasks as assigned

Interns with a particular area of interest may propose a research project that meets both the organization's needs and fulfills a class or other assignment.

INTERNSHIP QUALIFICATIONS

We are looking for candidates who meet the following criteria:

- Experience, degree, or pursuing a degree in:
 - Social work
 - High School or Adult Education
 - Public policy
 - City and regional planning
 - Non-profit or sustainable business management
 - Environmental studies
 - Energy and natural resources
 - Construction trades, solar, or energy efficiency
 - Other related field
- High level of computer proficiency
- Strong, college-level research experience
- Excellent writing ability
- Adept at accessing internet-based information sources
- Interest in workforce development
- Interest in sustainability and green economic development
- Commitment to equity and social justice
- Commitment to helping youth and adults overcome barriers to employment
- Excellent phone communication skills and professional demeanor
- Self-motivated and self-directed
- Attention to detail
- Able to work independently and complete assigned tasks on time
- Consistent and dependable

INTERNSHIP EXPECTATIONS

Interns are expected to commit to 10-15 hours per week working in the Rising Sun Office. This is a summer internship, beginning in late May/early June and lasting through August.

APPLICATION INSTRUCTIONS

To apply, please submit a resume, cover letter, and writing sample to Elena Foshay, GETS Program Manager at [foshay\(at\)risingsunenergy\(dot\)org](mailto:foshay@risingsunenergy.org).