

## Neighborhood Energy Efficiency Recruitment Intern

The Metro Region of the [Clean Energy Resource Teams](#) (a program of [The Green Institute](#)) works to connect communities and individuals in the 11 county metro area with clean energy and energy efficiency resources, tools and campaigns.

Metro CERT is currently coordinating a 2 year program to recruit 1,500 households in St. Paul to participant in an energy efficiency workshop and sign up for a personal home visit. So far over 800 homes have participated and average household savings are over \$120/year. This program seeks to creatively address two key shortcomings of other energy saving program, by 1) installing basic energy saving materials at a home visit, so that the energy savings are immediate and certain, and 2) using personal recruitment at the neighborhood level, instead of relying on the impersonal utility bill insert.

Metro CERTs is looking for a 20 hr/week intern to assist with the promotion and participant recruitment for this energy efficiency program. The internship would run from September to December, with the possibility of extension through March 2011.

### Job Description

Intern will:

- Assist with organizing recruitment kick-off parties and neighborhood energy workshops
- Table and/or speak at neighborhood events to spread the word about the energy program
- Call and meet with volunteers to build neighborhood leadership for each workshop
- Help produce promotional material, and deliver the materials to the neighborhoods
- Database and track participants in the workshop, maintain accurate volunteer contact lists

Interns should possess the following qualities:

- Experience with community organizing, political campaigns, leadership in campus organizations or equivalent experience promoting a program or activity.
- Interest in community organizing, energy efficiency, the environment
- Strong communication skills, willingness to meet and talk with a wide variety of people
- Independent worker, with a strong sense of initiative
- Good computer skills, ability to edit and format documents
- A car, as independent travel to the neighborhoods will be required

### Additional Details

**When:** September through end of December 2010

**Where:** 2801 21<sup>st</sup> Ave, Suite 110, Minneapolis, MN 55407

**Time commitment:** 20 hrs per week, flexible schedule, some evenings each week required with the occasional Saturday event.

**Pay:** \$8-10/hour depending on experience.

**Application Process:** To apply send a resume and cover letter by email to Carl Samuelson at [csamuelson@greeninstitute.org](mailto:csamuelson@greeninstitute.org) Applications will be accepted until Sept 7<sup>th</sup>.