Energy Conservation Internship

The Energy Conservation Intern is in a part-time, non-benefited, entry-level position in the Electric Department. Responsibilities will include working on energy conservation programs, working at public events, answering energy conservation hotline, checking and data entry of rebate applications for qualification and accuracy, updating brochures at retail and other outlets and other similar duties as assigned.

To be considered for this position, candidates must submit application packets that include a City of Santa Clara Employment Application AND a resume. Interested candidates should submit their application and resume to the Electric Utility Department, Voula Brown, City Hall, West Wing-Lower Level, 1500 Warburton Avenue, Santa Clara, CA, 95050 or submit via email to vmargelos@svpower.com with the subject line "Energy Conservation Intern" position. If you have questions regarding this position or how to apply, please contact Voula Brown at 408-261-6604.

Application packets will be carefully reviewed to identify those candidates who best meet the minimum qualifications for this position. Applicants’ qualifications will be evaluated by subject matter experts based on the information provided in the application packets. Failure to submit all required documentation will eliminate candidates from the selection process. Possession of the minimum qualifications does not guarantee advancement to the next phase of the selection process.

Responsibilities will include:

- Working on energy conservation programs
- Working at public events
- Answering energy conservation hotline
- Checking and data entry of rebate applications for qualification and accuracy
- Updating brochures at retail and other outlets and
- Other similar duties, as assigned.

Minimum Requirements:

- Graduation from high school or possession of a GED
- One year of general clerical experience that includes customer service experience with public contact
- Education and/or experience in energy conservation and/or renewable energy programs
- One year commitment
- Must be able to work SVP booth at the Art & Wine Festival the weekend of September 16th & 17th, 2017
Preferred Requirements

- One year of / currently enrolled in college level classes with an emphasis in environmental studies / sustainability or similar emphasis

License(s) and Other Requirements

- Possession of an appropriate, valid California driver’s license required
- A medical exam and fingerprinting are required prior to appointment
- Must be able to perform the essential functions of the job assignment

Knowledge of:

- Energy conservation methods and techniques
- Renewable energy programs
- Principles and practices of filing and records management
- Excellent customer service principles
- Microsoft Office software (Word, Excel, PowerPoint), word processing, spreadsheet, and database programs

Ability to:

- Communicate clearly and effectively, using proper grammar, both verbally and in writing
- Pay attention to detail and complete work accurately
- Answer energy conservation hotline to assist customers and provide excellent customer service
- Be comfortable making solo house calls for rebate inspections and home energy audits (with training)
- Establish and maintain effective working relationships with those contacted in the course of work
- Work in a team-based environment to achieve common goals; evaluate situations, identify problems, and exercise sound independent judgment within established guidelines
- Manage time effectively to ensure deadlines are met
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties; and lift, carry, and relocate a variety of equipment weighing up to 25 pounds
- Work public events
- Work an alternate day schedule. Must be able to work up to 20 hours per week; at least 6 hours on Fridays.