2016 Clean Energy Industry Internship Program

Co-sponsored by UVM’s Clean Energy Fund and Internship Host Organizations

Host Site: Renewable Energy Vermont
33 Court Street
Montpelier, VT 05602

Contact Information: Ansley Bloomer, Assistant Director

Internship Details: Internship Title: REV Events and Campaigns Assistant

Intern tasks and responsibilities: The REV Events and Campaigns Assistant will be an integral part of organizing and helping with marketing materials for our summer events and campaigns. The responsibilities are outlined below:

- Engage in learning about upcoming REV events and campaigns
- Assist with creation and design of marketing materials
- Work within databases to organize data
- Assist with website postings and updates
- Organize and pack up supplies for campaigns
- Attend events as needed
- Help promote events and campaigns through social media
- Various other administrative tasks
- Various other marketing related tasks
- Willingness to learn new skills and programs

Special Projects not described above? Known events are, but are not limited to the annual REV Conference (RE2016) and the grassroots campaign Celebrate Solar.

Desired Qualifications for Interns:

Technical and Other Skills:
The following are the preferred skills. The ideal candidate will have some if not most of these skills.

- Marketing and/or design experience
- Website experience (not design or build, but ability to update and post)
- Microsoft word and excel skills
- Social media experience
- Organizational skills
- Timely and focused

Knowledge/Experience Needed; Possible Major(s): The ideal candidate will have some experience in marketing or design. Some experience or mixture of experience with Photoshop, Adobe, MS Publisher, WordPress is desirable. Someone with previous experience with working on events or campaigns would be a plus. Some knowledge about renewables would also be a plus. A Marketing Major is an obvious fit, though definitely not a prerequisite. Many Majors

Send questions and/or application to: Amy.Seidl@uvm.edu
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and Minors would lend a hand to our mission and what we are working on and would be a benefit to organization.

**Interests and personal/work qualities:** We are looking for someone who is interested in our mission and willing to take on various tasks. We strongly prefer someone who is interested in renewable energy. Someone who has interest in grassroots campaigns and events would be a plus. We are a small team and work closely together, so are certainly looking for a team player. A positive, can-do attitude is a must. We are also looking for someone who has some flexibility in their workload. There are times that we need to change of focus due to what is going on around us, so there needs to be a willingness to change gears and work on other projects as needed.

<table>
<thead>
<tr>
<th>Timeframe for Summer Internship:</th>
<th>Start Date: June 1, 2016</th>
<th>End Date: August 31, 2016</th>
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<tbody>
<tr>
<td><strong>Hours per Week:</strong></td>
<td>Approximately 12 hours a week, though might vary based on proximity to event/campaign.</td>
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**Application Materials Requested:** Cover Letter and Resume

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