

2012 Mobility Winter/Spring Intern

Organization: **Clean Energy Coalition (CEC)**
Status: **Temporary**
Location: **924 N. Main St., Suite 2, Ann Arbor, MI 48104**
Reports To: **Project Managers, Clean Energy Mobility**
Filing Dates: **Position Open Until Filled**

Job Summary

Clean Energy Coalition, a 501(c)3 nonprofit organization based in Ann Arbor, Michigan, seeks a Mobility Winter/Spring 2012 Intern to assist with project and program management to advance clean energy technologies in the transportation sector. Core intern tasks entail: quantitative analyses of project economic and environmental benefits; outreach to fleet partners to access information for databases and reports; development of tools and processes to automate data collection on future projects; education and outreach to promote project benefits. The Winter Intern works under the guidance of the Mobility Division Manager and CEC Mobility Division Project Managers.

Minimum Qualifications

- Bachelors degree required in business administration, public administration, city and regional planning, economics, political science, natural resource management, social work, engineering, or any related fields, or equivalent work experience in the above mentioned areas.
- Demonstrated experience in analysis and project management.
- Demonstrated organizational and leadership skills.
- Self-starter, detail-oriented, enthusiastic, innovative, and capable of meeting challenges and deadlines.
- Team player with exceptional trouble-shooting and multi-tasking skills.
- Superior written and verbal communication skills.
- Proven commitment to energy and environmental issues.
- Solid computer skills including proficiency in using basic Microsoft Office and/or similar software products such as word processing, spreadsheet, presentation, email, web, database applications, and capacity to work in Mac OS environment.
- Experience with environmental, clean transportation, energy efficiency, and/or renewable energy projects preferred.

Job Duties & Responsibilities

The Mobility Winter/Spring 2012 Intern will collaborate with multiple project managers in Clean Energy Coalition's Mobility Division. The intern will refine and fully deploy a previously established framework that will demonstrate and communicate the economic and environmental benefits associated with Clean Energy Coalition's current portfolio of transportation projects.

Anticipated intern work plan tasks shall include:

- (1) Collect all relevant emissions and fuel economy data for active Mobility projects. **Deliverable:** complete emission and fuel economy data collection.
- (2) Identify missing information; contact project partners and address information gaps. **Deliverable:** address information gaps.
- (3) Develop and implement automated tools and processes for future data collection and reporting. **Deliverable:** develop process for future data collection.
- (4) Collaborate with CEC staff to display Mobility project benefits on CEC's website. **Deliverable:** integrate reporting into CEC website.
- (5) Contribute to community education and outreach events. **Deliverable:** conduct community outreach.

Stipend

- \$4,200 winter/spring stipend + \$1,050 living allowance.

Application Details

- This position is open until filled. Interviews and hiring decisions will be made quickly.
- **No phone inquiries please.**
- CEC is an EQUAL OPPORTUNITY EMPLOYER committed to diversity and consideration of all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, and disability status.
- Qualified individuals please submit a writing sample, resume, and a cover letter addressed to:

Matt Sandstrom, Mobility Division Manager
Clean Energy Coalition
924 N. Main Street, Suite 2
Ann Arbor, MI 48103

Or, via email: employment@cec-mi.org or fax to 734.418.1681.