Internship: Administrative, Research and Outreach Support for Community Energy Program

The Resource Innovation Group (TRIG) is a 501(c)(3) non-profit organization based in Eugene and affiliated with the Center for Sustainable Communities at Willamette University. TRIG’s mission is to foster the development and application of innovative thinking and approaches to complex social-ecological problems, including global climate change. [www.theresourceinnovationgroup.org](http://www.theresourceinnovationgroup.org)

**Position Descriptions:** TRIG will hire one individual to support projects within our [Community Energy program](http://www.theresourceinnovationgroup.org), perform website updates for the organization as a whole, and potentially conduct a qualitative and quantitative analysis of a national survey on climate ethics.

Community Energy projects to be supported will include Green Shares, a project under the umbrella of Energize Corvallis, which is funded by a Climate Showcase Communities grant to the City of Corvallis from the EPA. TRIG staff is working with contractors to prompt and encourage energy-smart behaviors from their customers. We offer workshops for contractors and others, materials they can share with customers, market research, and direct advertising. See [http://energizecorvallis.org/green-shares-2/](http://energizecorvallis.org/green-shares-2/) for more information. Other projects might include a local community-shared solar project, ductless heat pump campaign, or creation of a business entity to support development of solar on public buildings.

This internship will provide administrative, research, and logistical support. Potential tasks include:

- Updating websites (using Wordpress and Squarespace)
- Logistical support for workshops, such as managing RSVPs, ordering food, printing, etc.
- Follow-up from workshops, including sending emails to participants, compiling evaluations, and entering registrations into our databases
- Developing materials
- Maintaining participants lists using Excel and Dropbox
- Developing and sending email campaigns using Mail Chimp
- Qualitative and quantitative survey analysis and write-up of results
- Other tasks as identified by Program Director

**Qualifications**

- Knowledge of energy efficiency initiatives and renewable energy
- Prior experience with survey analysis and write-up
- Ability to communicate verbally and in writing well with individuals from different background
- Competence with Microsoft Office and programs like Mail Chimp, Squarespace and Wordpress
- Excellent researcher
- Attention to detail and deadlines
- Ability to work independently as well as in collaboration with others
- Ability to manage multiple tasks
- Able to work effectively and efficiently without direct supervision

**Additional information**

Hours: 7-12 hours a week
Salary: $12.00 per hour depending on experience (graduate students with extensive experience will be candidates for $15/hr)
Duration: January through March 2012 with potential for continuation based on performance and funding.

**To Apply:** Please submit a resume and cover letter to Sarah Mazze by email at sarah@trig-cli.org. Applications are due by December 21st, 2012.