



Program Intern

Position Overview:

The Program Intern will support our non-profit organization by aiding in daily operations of the Community Weatherization Coalition (CWC) and helping with the management of our Home Energy Tune-up Program. Tasks will also include outreach and occasional marketing, fundraising, or event planning, and are tailored to intern interests. Interns will work closely with our staff, primarily at our office and occasionally in the field.

Fall internships begin in August, spring internships in January, and summer internships in June. We ask for a 4-month commitment for fall and spring, and a 3-month commitment for summer positions. Positions are unpaid, though we are happy to support in documenting service hours or obtaining academic credit.

Ideal candidates will have experience in an office setting, a passion for helping their local community, confidence when interfacing with clients and the general public, and bring some depth of familiarity with issues in sustainability.

Responsibilities:

- Restock home energy tune-up kits and paperwork, assist with client correspondence.
- Review and enter tune-up data, draft resident follow-up reports, make follow-up survey calls.
- Assist with organizing tune-up supplies and tracking inventory.
- Organize CWC digital files, Dropbox account, and audit files.
- Aid in recruitment of clients for our DIY and volunteer-powered Home Energy Tune-up Program.
- Aid in recruitment of volunteers for upcoming training events
- Table at community outreach events; disperse materials to local faith organizations and partner groups
- Aid in Home Energy Tune-ups

Infrequent

- Assist with written and visual content for CWC's Facebook, YouTube, and Instagram channels
- Produce CWC tutorial and testimonial videos
- Create stock photos for website and marketing materials

Qualifications

- A detail-oriented and highly organized self-starter
- Creative and insightful
- Clear and concise verbal and written communication skills
- Demonstrated experience working with marginalized communities, direct service, or customer service
- Solicits feedback to improve skills, quality of work, and content impact
- Interest in nonprofits, sustainability, or helping low-income residents in our community
- Basic experience and knowledge with Excel, Google Docs, Canva, video editing, and graphic design preferred

To apply: Submit a cover letter and resume to info@communityweatherization.org. Please include the name and semester of the internship you seek. Interns are accepted and onboarded on a rolling basis. However, applicants are encouraged to apply early, as seats are limited and may fill quickly.
