



STAY COOL seeks an aspiring climate action student for summer internship program

Job Description: Summer Intern (15-20 hours/week, May through September, 2014)

Hourly wage: \$10-15, depending on experience

About the employer: STAY COOL for Grandkids (SC4G) is a non-profit membership organization targeting grandparents and other seniors motivated to become more aware and influence public policy that will limit global warming. Founded in early 2013, SC4G is fiscally-sponsored by Mission Edge San Diego and maintains close ties to The San Diego Foundation. Its mission is to speak for children presently too young to have a voice regarding climate policies that will define their world.

GENERAL JOB DESCRIPTION

The SC4G intern will perform tasks that support activities related to improving the efficacy of the SC4G membership and its mission. The intern will assist staff and Advisors with education and advocacy efforts targeting existing and potential members: grandparents and other seniors in the San Diego region. The intern will perform under the general guidance of the chairperson of the STAY COOL advisory board and the program manager. He/she will gain professional experience, exposure to many of San Diego's climate change key influencers and may earn academic credit. General duties will include research projects, administrative tasks, and assistance with blog, social media and Facebook page maintenance. The intern must be willing to work independently from home with occasional on-site meetings.

DISTINGUISHING CHARACTERISTICS

The ideal candidate will possess strong written, research, communications, and organizational skills. The candidate will have an interest in climate change mitigation and adaptation strategies. He/she will have a general familiarity with local government/public agency structure and planning processes.

Essential Duties and Responsibilities:

1. Conduct research projects to support SC4G's policy priorities: transportation, water consumption and municipal climate action plans.
2. Assist in the recruitment of new members at public events and partner events.
3. Update and expand the SC4G website and Facebook page to include new topic areas and resources. Help develop online resources to increase website traffic.

4. Conduct social media research to identify new techniques for SC4G to expand its online reach among target demographics. Support daily activity on SC4G's facebook page: <http://www.facebook.com/StayCool>
5. Track media coverage to identify trends in climate change action and solutions in the San Diego region.
6. Assist in drafting communications documents, such as blog articles, YouTube videos, Letters to the Editor, meeting resources, fact sheets, and other key outreach tools.

Qualifications: Required Skills

1. Preferred BA or BS degree, with strong preference for graduate-level students. Preferred areas of study include, but are not limited to: Environmental Studies/Science, Nonprofit Management, Communications, Public Policy and Communications.
2. Possess organizational, interpersonal and writing skills. She/he must be able to work independently as well as collaboratively.
3. Applicants should have some experience leading and managing projects. This may include experience acquired during college training.
4. Excellent communications skills are important. Applicants should have ability to communicate complex climate change issues into succinct and compelling key messages.
5. Applicants must have a strong interest in climate change action, and a general understanding of climate science as well as climate mitigation and adaptation policies.
6. Experience editing websites and Facebook pages. Familiarity with internet technology, especially WordPress.
7. Working knowledge of Microsoft Word, Excel and PowerPoint software applications.

Qualifications: Additional Knowledge (preferred skills)

1. Possess awareness of principles and practices of energy efficiency, renewable energy, green buildings, alternative fuels, land use and transportation, greenhouse gas emissions inventories, water conservation, climate resilience/adaptation, and general sustainability.
2. Some understanding of local community Climate Action Plans.
3. Familiarity with climate communications strategies and techniques.
4. Comfortable dealing with community leaders, policymakers and advocacy groups.
5. Ability to direct and film short videos for social media; knowledge of YouTube video creation, posting and editing.
6. Graphic design experience or knowledge of Creative Suite a plus.

To Apply: Interested candidates should contact David Engel, SC4G Advisory Board Chair (david@staycool4grandkids.org), emailing the following:

- A resume (1 page)
- A cover letter explaining why the candidate would have a positive impact in achieving the objectives of SC4G
- One writing sample (course work acceptable)

www.staycool4grandkids.org