Job Opening

Public Affairs Internship - Community and Customer Engagement Team
4-12 hours a week, 3 months with potential for extension

Salary Range for this position: $17.20- $23.43 per hour

Position based in Concord or San Rafael, however, out of an abundance of caution with COVID-19, this role will start as a remote role in Late February and remain remote until MCE offices reopen

MCE will review resumes on a regular basis. Phone interviews will be conducted when a qualified pool of candidates has been identified.

For Questions and To Apply:
All interested candidates must submit a cover letter and resume to jobs@mcecleanenergy.org

Who We Are
MCE is a mission-driven, collaborative, not-for-profit, locally-focused community choice aggregation energy program, providing cleaner energy and energy efficiency programs to 36 communities in four Bay Area counties. We are proud to be the first program of its kind in California and have been operational since 2010.

Our Commitment to Diversity
Diverse opinions, ideas, and experiences push and challenge us, as individuals and as a team, to work better and smarter. We know that the more diverse our workforce is, the better we support our customers and the diverse interests they represent. We are committed to providing an inclusive, empowering, and supportive work environment. MCE welcomes individuals from all backgrounds and walks of life as colleagues, customers, and community partners.

As a Public Affairs Intern - Community and Customer Engagement
You will have the opportunity to gain experience and understanding of the renewable electricity utility industry, public (government) sector programs, environmental initiatives, and community outreach and engagement.

Under the direction of a Community Development Manager, you will support the work of the Community and Customer Engagement (CCE) team and, as assigned, support the Public Affairs department. Additionally, you will support the PA department and CCE team with an in-depth online file folder reorganization project including a thorough renaming convention as well as data collection using Google Sheets or Excel. You will also conduct extensive online research about MCE’s service area and community partners.

Community and Customer Engagement Assignment
As part of a creative initiative within the CCE team, your work will support MCE’s internal engagement in reaching out to K-12 students. Tasks will include researching schools or other
organizations to engage with students on MCE and climate change. Your work will support the creation of an Earth Day participation tool kit and/or Earth Day campaign.

Experience/Education

- Education and experience equal to graduation from high school. Experience or interest in working with diverse communities and vulnerable customers. Candidates should have access to a computer and internet service.
  - Experience in customer service, community engagement, public communications, or marketing is preferred.

Knowledge of

- Research best practices and techniques
- Report creation
- Google Suite of Microsoft Office
- Climate and environmental action
- Research and reporting techniques

Ability to

- Communicate effectively, both orally and in written form with MCE staff and external parties
- Take responsibility and work independently and have the courage to ask questions when a task or request is unclear
- Contribute creatively when activities are relevant to finding new solutions
- Learn about MCE’s history, mission, operations, and community and customer benefits
- Demonstrate the highest level of accountability, integrity, judgment, and confidentiality
- Develop quality writing, research, and communication work products

Work Environment and Physical Considerations

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- MCE offices support an environment that is accessible to those with reduced mobility. We are happy to provide more details if asked.
- MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

MCE is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.