

Climate Smart Undergraduate or Graduate Intern

LOCATION: San José City Hall 200 E. Santa Clara St, San Jose, CA 95113.

TERM OF ASSIGNMENT: April 2023 – April 2024

HOURS PER WEEK: Up to 20 hours per week during the school year and up to 35-40 hours per week during school breaks. Occasional evening/weekend hours may be needed. (part-time)

COMPENSATION: Undergraduate Salary Range - \$13.10 - \$18.71/hr (unbenefited)

Graduate Salary Range - \$16.95 - \$25.04/hr (unbenefited)

DEADLINE TO APPLY: Tuesday, February 21, 2023, at 11:59 P.M.

About the Internship

Per the City's COVID19 Mandatory Vaccination Policy, the City requires all employees starting on or after February 11, 2022, to provide proof of vaccination as a condition of employment absent a documented medical and/or religious exemption. Proof of vaccination means that employees are required to be "up-to-date" with regards to the COVID-19 vaccine. Consistent with the Santa Clara County Public Health Order issued on December 28, 2021, "up-to-date" means that an employee is not only "fully vaccinated," but has also obtained any booster doses of a COVID-19 vaccination for which they are eligible, within 15 days of first becoming eligible.

The City of San José, the Capital of Silicon Valley, is one of the nation's best managed cities and one of the top ten cities in which to live, work, and do business. Moreover, San José is the center of cultural, government and economic activity for the region. The employees of the City of San José have embraced the following values: Integrity, Innovation, Excellence, Collaboration, Respect and Celebration.

The Environmental Services Department's (ESD) Climate Smart division was adopted by the San José City Council in 2018. Climate Smart lays out how the City of San José is doing its part to address climate change. It's a community wide initiative to reduce air pollution, save water, and improve quality of life.

The Climate Smart Team is seeking one (1) undergraduate or graduate student intern to support many of the sustainability focused projects undertaken by the City of San José. Duties will be tailored to the chosen candidate's skills, interests, and programmatic needs, but may include:

- **Community Engagement and Outreach:** staffing events and/or tables at community sites (e.g., libraries or community centers) to promote City programs and available incentives (e.g., DIY toolkit, induction cooktops, GoGreen Teams, rebates, the Accelerator program).
- **Data Compilation & Analysis:** in support of City initiatives including the communitywide greenhouse gas inventory and American Council for an Energy-Efficient Economy (ACEEE) reporting.
- **Desktop and Field Research,** which may include:
 - Traveling in-person to neighborhoods and/or buildings to gather detailed building inventory and equipment data to inform the City's building electrification outreach and programming.
 - Gathering information on electrification workforce development initiatives (who does what and how they're funded) and their gaps to better inform a strategy that will bring more training and career path programs to San José.
 - Conducting interviews with residents/contractors to inform future programming and outreach needs.

Minimum Qualifications

Undergraduate: Current enrollment in an accredited college or university in an undergraduate or graduate program. Must be enrolled throughout the duration of the internship.

Graduate: Completion of a Bachelor's Degree and current enrollment in a Master's Degree program from an accredited college or university. Must be enrolled throughout the duration of the internship.

Experience: None. Preference for candidates who demonstrate interest in environmental work either through their major, classes taken, or extracurricular activities.

Licenses & Certificates: Possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California may be required for some positions.

Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will NOT sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa which requires an employer application.

How to Apply

To be considered for this internship, please follow the instructions below **by 11:59 pm on Tuesday, February 21, 2023.**

- Email: esd-employeeservices@sanjoseca.gov
- Subject Line: "Climate Smart Internship"
- Body:
 - Attach your updated resume
 - Include responses to the following questions in the body of the email:
 1. Are you currently enrolled in an undergraduate or graduate program?
 2. Students must remain enrolled for the duration of the assignment (April 2023 – April 2024), what will be your graduation date?
 3. What accredited institution do you attend?
 4. What is your area of study (Major/Minor)?
 5. Are you able to work onsite at San José City Hall located at 200 East Santa Clara Street, San Jose, CA 95113?
 6. Do you have a valid California driver's license authorizing the operation of a motor vehicle?
 7. Describe a school or work-related project where you conducted any of the following: community engagement, research, and/or data analysis.

You must complete the steps above to be considered or your submission may be deemed incomplete.

If you have questions about the position, please contact esd-employeeservices@sanjoseca.gov.

Thank you,

Environmental Services Department – Employee Services Team