



Vermont Clean Cities Intern/Program Assistant Position Opening
Spring 2017

At a Glance:

February 1 – June 1, 2017

10 hours/week

Stipend: \$2,040

The **Vermont Clean Cities Coalition (VTCCC)** is a statewide program that was designated in 2001. The mission of the U.S. Department of Energy's Clean Cities program is to advance the economic, environmental and energy security of the U.S. by supporting local decisions to adopt practices that contribute to reduced petroleum consumption in the transportation sector. The Vermont Clean Cities Coalition brings together stakeholders in the public and private sectors to deploy alternative and renewable fuels, idle-reduction measures, fuel economy improvements, and emerging transportation technologies.

The **VTCCC Clean Cities Intern/Program Assistant** works with VTCCC's Coalition Coordinator to accomplish the goals of the coalition. The Intern/Program Assistant helps plan and conduct local events, plan and conduct social media campaigns, and assists with projects to reduce petroleum usage across Vermont. This position is a paid, part-time, temporary (10 hrs/week at \$12/hr; approx. February 1, 2017 – June 1, 2017).

VTCCC 2017 SPRING INTERN/PROGRAM ASSISTANT ACTIVITY AREAS

1. Assist with data collection and analysis of partner petroleum reduction activities;
2. Assist with communication and marketing of the coalition, including web-based, print, and live education and outreach to targeted groups/audiences and the general public and consistent social media visibility;
3. Assist in the development of partnerships with local organizations to encourage a transition to clean fuels and vehicles, and/or fuel saving practices;
4. Assist the Coalition Coordinator in meeting U.S. DOE Support Contract deliverables, such as the annual petroleum reduction survey, events & meetings, and education & outreach activities.

MAJOR RESPONSIBILITIES

Through specific projects...

- Motivate coalition stakeholders to attend regular meetings, as well as participate in projects;
- Represent the Coalition, and communicate effectively in a variety of public and private forums, including meetings, events, and electronically;
- Assist in educating the public to promote fuel efficiency practices and influence current driver trends;
- Assist with educating stakeholders through e-newsletters and electronic messaging about related legislation and regulations, new technologies, etc.;
- Assist with generating positive, frequent media coverage;
- Maintain the Coalition stakeholder mail and email distribution lists.

This position requires a basic understanding of the National Clean Cities Initiative as sponsored by the U.S. Department of Energy and the development of a basic understanding of legislation, such as the Clean Air Act and the Energy Policy Act, which affect VTCCC's efforts and allow the coalition to operate.

The Intern/Program Assistant shall be an excellent communicator, motivated, creative, organized, and have a general understanding of alternative fuels and advanced vehicles (e.g., hybrid electric vehicles, AFVs, idle reduction, etc.). Candidates shall also have experience with the following:

- Planning, organizing, and managing multiple priorities (e.g. work, homework, and/or extra-curriculars);
- Working with a minimal amount of supervision (e.g. reliable – can get things done and asks questions/communicates effectively with colleagues);
- Knowledge of environmental/ecological principles (e.g. cares about a healthy planet!);
- Research, evaluation and analytic skills (e.g. research papers, science projects, etc.);
- Ability to prepare and present technical materials to a wide variety of audiences (e.g. good at explaining things to others who may not be familiar with the topic(s) at hand);
- Excellent computer skills, including word processing, spreadsheets, databases and website development

To apply please send your cover letter and resume to Abby Bleything at abby.bleything@uvm.edu.