



**ATTENTION STUDENTS:
PAID INTERNSHIPS AVAILABLE**

Placements Available:

- **Pacific Gas and Electric Company** (Stockton, Modesto, Merced, Madera, Fresno, Bakersfield)

Program Overview:

The **Energy Careers Experience Program (ECEP)** is a Strategic Energy Resource offered through a partnership between Pacific Gas and Electric Company (PG&E) and the Great Valley Center (GVC). The goal of the Program is to educate specified utility customer segments on energy efficient solutions that may help to reduce energy costs, improve sustainable practices, and build capacity within Central Valley communities. College interns will augment the work being performed by PG&E's Energy Solutions and Service team. Work duties will include building relationships with agricultural customers and small businesses while matching available resources with each customer's operational needs. Major objectives of the Program include: promoting energy efficiency, building local presence, workforce development, and fostering a long term relationship between the utility and its customers.

Although Interns are employed by the Great Valley Center, Interns will work primarily out of one or two PG&E offices, performing office work and field work. Interns may also be cross-trained to support other GVC activities of similar capacity (e.g. data collection and analysis, outreach, research).

Desired Outcomes for Program:

- Under the GVC, interns serve as impartial third party specialists helping PG&E expand outreach to farmers and small businesses, helping to maintain a wider range of relationships than is currently feasible for PG&E staff.
- Interns will be trained on energy efficiency practices and solutions offered by the utility, rate schedules, and valuable customer service skills; fostering the ability to recognize opportunities for agricultural customers and small businesses to utilize PG&E resources in a way that is specific to each customer's operational needs.
- Interns will receive training and on-the-job experience from "shadowing" and receiving mentorship from PG&E field representatives, becoming energy efficiency experts through the process.
- Interns will expand their professional network by building relationships with a variety of local farmers and small businesses.
- Interns will develop a greater understanding of the roles different entities (e.g. small businesses, utilities, non-profits, universities, etc.) play in the economy.

Coverage Area & Placement:

- Recruitment of candidates will occur throughout the eight counties of the San Joaquin Valley, from San Joaquin County to Kern County.
- Interns will be placed at a “home base” in one of the following locations: Stockton, Modesto, Merced, Madera, Fresno or Bakersfield. While Interns will be asked to report to different locations for field work and training, the home base is not likely to change throughout the course of the internship. The internship requires frequent travel.

Internship Overview:

- Up to 16 interns will be selected for the 2015 program
- Length of Commitment: April – December, 2015
- Interns will dedicate between 20-30 hours per week to the program, depending on availability and funding; it is expected that more hours may be feasible during school breaks (e.g. summer)
- Interns will report to GVC staff on a weekly basis to discuss program updates and learning objectives
- Interns will be supervised on a daily basis by an assigned PG&E representative, who will also provide direction on outreach activities
- Interns will be required to attend preliminary training at a PG&E facility, which will prepare interns to:
 - Identify outreach targets
 - Assess each target’s needs
 - Establish contact with outreach targets
 - Present and discuss energy resources with outreach targets
 - Synthesize feedback and pair outreach targets with appropriate resources
 - Manage a log of customer interactions
- A typical work-day may include office visits to PG&E and/or the GVC, as well as site visits to outreach targets. Interns will be expected to travel frequently.
- Interns will be required to adhere to safe working practices at all times, especially when driving a motor vehicle or when visiting a customer facility. Interns may also be asked to participate in safety tailboards as part of their training experience.

Selection Criteria:

Applicants shall meet minimum qualifications prior to application submission. The ideal candidate will also have met desired qualifications (below).

- Minimum Qualifications:
 - Valid driver’s license
 - Reliable transportation for frequent business-related travel
 - Current vehicle insurance and vehicle registration
 - Ability to work in the United States
 - Strong communication skills
 - Current student or recent graduate

- Ability to dedicate at least twenty (20) and up to thirty (30) hours per week to a paid position
- Adherence to all safety requirements
- Desired Qualifications:
 - Strong interpersonal skills (e.g. ability to respond to challenging questions posed by utility customers)
 - Commitment, length of service
 - Responsible, driven, self-sufficient
 - Professional demeanor
 - Problem-solvers
 - Resident of target outreach area
 - Experience in Agricultural Industry and/or small business strongly preferred
 - Knowledge of small business operations, farm operations, mechanics, and general understanding of electricity and natural gas industry strongly preferred
- Physical Requirements:
 - Office (approximately 50%):
 - Sitting, standing, walking
 - Keyboard use
 - Site Visits (approximately 50%):
 - Driving to and from site in the intern's personal vehicle
 - Exposure to the elements (e.g. temperature, humidity, wetness, dust, fumes)
 - Kneeling, squatting, bending
 - Walking on uneven ground
- Finalists will be required to take and pass a background investigation prior to employment, which may include fingerprinting and motor vehicle record check.

Intern Compensation:

- Rate: \$10.00 per hour
- Hours (may vary): approximately 20-30 hours per week
- Form of Payment: hourly
- Other Compensation: Business mileage will be reimbursed at \$0.56 per mile, per GVC policy

How to Apply:

Interested individuals who meet minimum requirements should email the GVC for more information and/or to acquire an application. Students are strongly encouraged to discuss internships with their advisors prior to applying. Applicants will be asked to complete an internship application and submit a résumé and cover letter. Letters of recommendation are optional, and may help in the selection process. Application materials will not be considered without a completed GVC Internship Application.

Reply to: ghgjobs@greatvalley.org

Subject Line: Energy Careers Experience Program_

Great Valley Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era.

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