

Internship Opportunity
Washington State University Snohomish County Extension
Energy Literacy Education Associate Position
February – June 2016

General Description: Snohomish County's Washington State University (WSU) Extension Office invites applications for a new program designed to increase energy and biofuel literacy in Spanish-speaking residents of Snohomish County and/or adjacent counties. The Energy Literacy Education Associate will participate in 1) the design, coordination, and implementation of an outreach plan to educate Spanish-speaking residents on energy and biofuel topics during a fair-like event, and 2) conducting energy literacy outreach with Spanish-speaking youth at schools and other educational programs. This is a great opportunity for college students, recent graduates or community members looking for professional development, essential skill building opportunities and acquiring meaningful hands-on experience. This position may require working in outdoor settings, lifting loads of up to 25 pounds and working in an office environment.

Location: Work will be based at the WSU Snohomish County Extension office in McCollum Park, 600 128th St. SE, Everett, WA with secondary space at 728 134th St. SW, Suite, 213 Everett, WA. Travel within Snohomish County is required and possibly to other nearby counties. Office space is shared.

Duration: This is a **four month position** from February to June, 2016 with possibility of extension through August, 2016.

Hours: Intern will work from 15 – 20 hours per week. Weekly work hours can be flexible and will be coordinated at the beginning of the position taking into consideration the supervisor and intern schedules as well as shared space needs.

Line of Responsibility: Reports to the Snohomish County Extension Natural Resources Projects Coordinator and the Natural Resources Program Manager (the Supervisors). One of the Supervisors is fluent in English and Spanish.

Responsibilities

- Design and implement an energy literacy outreach event with Spanish-speaking residents in Snohomish County and/or adjacent counties.
- Schedule and coordinate small-scale outreach event(s). This may include some or all of the following, and others here not mentioned: networking, conducting phone calls and in-person meetings, scheduling venues, recruiting speakers and/or exhibitors, all aspects of promotion, and registration.
- Create energy literacy outreach materials.
- Produce and distribute event outreach publicity materials, including event flyers, website / social media content, print and radio ads, public service announcements and others.
- Schedule and implement youth education to teach about energy literacy (lessons will be provided).
- Conduct other project-related duties as determined by the Supervisors.

Required Qualifications

- Being able to speak, write and comprehend Spanish and English.
- Minimum education requirement is a high school diploma or GED.
- Have a reliable vehicle and a valid WA State driver's license

- Familiarity and / or experience with Microsoft Office programs (Word, Excel, Power Point, Publisher, Outlook) and e-mail.
- Confident communicator in both the spoken and written word.
- Able to multitask, organize and prioritize.

Preferred Qualifications

- Familiarity and / or knowledge about environmental topics, specifically energy topics.
- Comfortable working in an office environment where the majority speak English.
- Ability to work independently, with flexibility and with creativity.
- Experience with project coordination and design.
- Experience designing outreach materials and engaging in promotion.
- Experience transcreating and translating materials in English / Spanish.

Pay: The intern will be paid \$10/hour for a total of 240 or 320 work hours. There is not a benefit package with this position, but mileage for travel to work-related events will be reimbursed.

How to Apply:

Applicants must send a cover letter, resume and three references to be considered for this position. **Application materials should be sent to Yolimar Rivera Vázquez in one of the following ways:**

By Mail

WSU Snohomish County Extension
Attn. Yolimar Rivera Vázquez
600 128th St. SE
Everett, WA 98208

Email

yolimar.rivera@wsu.edu

Fax

(425) 338-3994

The application should be submitted no later than 4 PM on January 15th, 2016. For direct inquiries, please contact Yolimar Rivera at yolimar.rivera@wsu.edu or (425) 357-6029.