

JOB ANNOUNCEMENT

~ Internship ~

Program Assistant – Energy & Environment

Triangle J Council of Governments
Durham, NC

Hourly Rate: \$12/hr

Hours: 15 hours/week for 14 weeks

Description of Work

The Triangle Clean Cities Coalition, housed at Triangle J Council of Governments, and works collaboratively with regional stakeholders to increase the adoption of alternative fuels and reduce our dependence on petroleum products. To date, the Triangle Clean Cities program has displaced over 21.5 million gallons of petroleum in the region and secured \$15.5 million in competitive grant funding. The Clean Cities internship will provide students studying communications, public relations, business, marketing, engineering or environmental sciences, the opportunity to grow public awareness and expand the markets of advanced vehicle technologies, alternative fuels, and practices that reduce the consumption of petroleum. Visit www.tjco.org, and <http://www.trianglencleancities.org> for more information.

The Program Assistant shall be an excellent communicator, motivated, creative and organized. Example tasks include:

- Creation of Marketing Collateral and Coalition Promotion
 - Update and maintain marketing collateral for Coalition, including
 - email templates
 - stakeholder documents
 - presentations
 - website content
 - Help to populate and distribute monthly e-news publication
 - Develop material for Coalition social media platforms
 - Research Triangle Clean Cities stakeholders and reach out to prospective new members
- Research of Market Trends and Technology
 - Help to compile annual survey, to gauge impact of coalition regionally
 - Represent the Coalition, and communicate effectively in a variety of public and private forums, including meetings, fundraisers/events, and electronically
 - Assist in the development of partnerships with local organizations to encourage a transition to clean fuels and vehicles, and/or fuel saving practices



Knowledge, Skills and Abilities

- General interest and enthusiasm for creating a sustainable transportation system, with an emphasis on cleaner fuels and more people-oriented transportation options
- Working knowledge of Microsoft Office and Adobe Acrobat.
- Ability to communicate effectively in oral and written forms.
- Ability to plan, organize and manage multiple priorities.

- Ability to prepare and present technical materials to a wide variety of audiences
- The ideal candidate will have knowledge of alternative transportation fuels, fuel-saving technologies, transportation demand management, and sustainability strategies

The Program Assistance should be available to work 15 hours per week for 14 weeks. Must be an undergraduate student (junior or senior) to be eligible.

How to Apply:

Please email your resume, cover letter and references to employment@tjcoog.org, with the subject "Program Assistant". Incomplete application packages will not be considered.

Initial applications will be considered no later than *August 26, 2019*. Position open until filled.

TJCOG is an Equal Opportunity Employer and designated Best Workplace for Commuters.