



Internship Vacancy – Energy Fair Assistant

Eligibility:

Applicant must be a student at the University of Wisconsin Stevens Point. MREA is hiring to place an intern via the Pointers Connect Internship Program. Eligible students include: Junior and senior first-generation students, nontraditional students, and students eligible for the Federal Pell Grant.

Position Classification:	Internship, Temporary Flexible work schedule Must complete 150 hours per UWSP – PCI Program Must be available to work June 17-23
Based:	Custer Office
Appointment Date:	Early to Mid-May

Job Description

The Energy Fair assistant will work with the MREA's Energy Fair team to manage the Clean Transportation Show during the event, assist in volunteer support leading up to the event, and help to create a more effective waste management plan.

This internship will gain experience in working in teams, event planning and coordination, electric vehicles, waste management, working with volunteers. Depending on individual's educational interest, specific areas of the event can be given more attention.

Primary Responsibilities

1. General Energy Fair
 - Answer questions and direct people to information related to The Energy by phone, in person, and by email.
 - Help manage Energy Fair volunteers as needed but especially the weekend before The Energy Fair, June 17-20
2. Energy Fair Clean Transportation Show
 - Work with Energy Fair team to manage EV charging schedule and onsite charging coordination
 - Some database entry work
3. Energy Fair Waste Management
 - Work with Energy Fair team to create more efficient waste management messaging for Energy Fair attendees and assist where/when necessary to handle waste flow.
4. Personnel
 - Attend relevant Energy Fair meetings
 - Work and train/manage volunteers

Qualifications

A successful candidate will be:

- Results oriented and self directed, with a passion for the MREA's mission
- Organized and focused with proven ability to prioritize and complete activities
- Willing to learn how to operate our organizational database

To Apply

To apply, send a PDF that includes a cover letter detailing your qualifications, a resume including education and experience, and contact information for three professional references. All correspondence must be electronic and sent to Amiee Wetmore at apply@midwestrenew.org.