



Internship Vacancy – Energy Fair Assistant

Position Classification:	Internship, Temporary Flexible work schedule Must complete 150 hours per UWSP – PCI Program Must be available to work June 26-28, 2020
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 implement and manage The Energy Fair. MREA will assign specific job duties depending on the intern's educational interest in order to provide an experience aligned with career goals. Areas where this internship can focus include but are not necessarily limited to: Clean transportation, volunteer management, food service management, landscaping/site management, waste management, ticket and sales management, special events management, social media.

This individual will gain experience in a wide variety of areas but especially in working in teams, event planning and coordination, and working with volunteers.

Primary Responsibilities

1. General Energy Fair
 - Attend relevant Energy Fair sub-meetings as well as the weekly Energy Fair planning meeting
 - Work with volunteers
 - Assist with training and managing volunteers
 - Assist with planning and implementation of various parts of The Energy Fair depending on educational interest
 - 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 26-28, 2020
 - Data Management/Data Entry

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.