



## Vacancy: Engagement Assistant Intern

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<b>Position:</b>	<b>Engagement Assistant</b>
<b>Position Classification:</b>	Part time, Non-Exempt (Hourly)
<b>Position Status:</b>	Temporary – 150 hours total
<b>Salary:</b>	\$16/hour
<b>Based:</b>	Hybrid - Custer, WI
<b>Deadline to Apply:</b>	Applications accepted on a rolling basis
<b>Start Date:</b>	May 2024 (flexible)
<b>End Date:</b>	August 2024 (flexible)

### To Apply

To apply, please send:

- Cover letter detailing your qualifications (PDF)
- Resume including education and experience (PDF)
- Contact information for at least two references

All correspondence must be electronic and sent to Brittany Waite at [apply@midwestrenew.org](mailto:apply@midwestrenew.org).

### Job Description

The Engagement Assistant will work closely with the Engagement Director and engagement staff as necessary to aid in the organization and implementation of MREA events, especially upcoming June events. This person will focus primarily on volunteer coordination, data collection/management, and general event support.

Individuals performing this position will gain experience with working in teams, event coordination, marketing, and working with volunteers. This individual may be able to take on an additional organization/management of portion(s) of Events depending on time, interest, and skillset.

Training will be provided for the following responsibilities for this position which include but are not limited to:

- Volunteer solicitation, scheduling, and coordination for MREA Events as needed
- Event survey coordination (updating, distribution, collection, and analysis)
- Database entry and management
- Editing and auditing MREA website(s)
- Reviewing and preparing Event materials:
  - Proofreading, printing, cutting, labeling
- Distribution of promotional materials (reimbursement provided)
- Renewable Energy Industry and Community Research and Outreach
- Inventory management

### Requirements

Interns must meet eligibility requirements for the [Pointers Connect Internship \(PCI\) program](#) to be hired and receive pay. Students must meet all the following requirements to participate:  
Are currently enrolled at UWSP.

- Have junior or senior status (60+ credits earned)
- Have a minimum 2.0 cumulative GPA.
- Are either a 1<sup>st</sup> generation college student, Pell eligible student, or non-traditional student.
- Working the weekend of the Industry Demo Day and Energy Fair: June 21-22, 2024
  - While working at our annual event is requested, we understand that circumstances may prevent attendance. We encourage all interested candidates to still apply.

## Qualifications

A successful candidate will be:

- Passionate about MREA's mission
- Results oriented and self-directed.
- A professional and respectful communicator.
- Organized and focused with proven ability to prioritize and complete activities.
- Eager to learn with the ability to adapt

## Benefits:

- Flexible scheduling
- Remote work available
- Free access to all MREA courses during duration of internship including the core courses required to earn a [NABCEP PV Associate](#) (est. value of \$875 to \$1,020)
- Casual dress code
- Opportunity to learn about non-profit structure
- Opportunity to build portfolio with professional experience.

## About The Energy Fair & Industry Demo Day

Since 1990 [The Energy Fair](#) has brought thousands of attendees together to learn about clean energy, connect with others, and take action toward a just energy transition. It is a place to celebrate and explore renewable energy and sustainable living through workshops, exhibitors, and live demonstrations. The Fair also features volunteer opportunities, live music, kids' activities, local food & beverages, and camping! This year's event is Saturday, June 22<sup>nd</sup>.

New in 2024, the [Industry Demo Day](#) is a unique event where participants can engage in hands-on demonstrations, join networking and educational sessions, and explore cutting-edge clean energy technologies. Participants will have the chance to link up with industry experts showcasing their products and take advantage of opportunities to earn CEUs. This year's event is Friday, June 2<sup>st</sup>.

## About MREA

Mission: [The MREA](#) promotes renewable energy, energy efficiency, and sustainable living through education and demonstration.

MREA is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates the law. MREA is committed to building a diverse staff and strongly encourages applications from qualified people regardless of their age, ancestry, color, creed, disability, marital status, military status, mental or physical disability, source of income, national

origin, race, religion, sexual orientation, gender, gender identity, or any other class protected by law. MREA does not discriminate based on these characteristics in any personnel action.