



Metropolitan Energy Center

Internship Announcement

Metropolitan Energy Center is currently seeking a Spring Intern to help us keep Kansas City (and the state of Kansas!) green. We are a 501c3 non-profit dedicated to promoting environmental sustainability and economic vitality in the Heartland by advancing clean transportation and energy efficiency projects. Two Spring Intern positions will support our clean transportation initiatives, including our U.S. Department of Energy Clean Cities Programs. We are a scrappy team in a small startup environment, and we value candidates with independent initiative and diverse skillsets. Our scheduling is very flexible, but working hours must fall within regular business hours, with a 10-hr/wk minimum. A good fit will have the opportunity to stay on for summer and fall.

JOB DESCRIPTION: Support to the Central Kansas and Kansas City Regional Clean Cities Coalitions alternative fuel programs. Learn more about Clean Cities at www.eere.energy.gov/cleancities/. We will consider the student's program interests when placing the student, but the intern's responsibilities may include any of the following (based upon our current need and your experience, skills, and interests):

- Meeting and event coordination
- Conducting outreach, phone calls
- Administrative support
- Requesting/handling articles from coalition members; drafting newsletter content
- Website and social media updates
- Communication/writing
- Contact management
- Market research / surveys
- Educating local, state, and Congressional government officials

SALARY & BENEFITS: This is a paid internship available to graduate students and undergraduates. In addition, college credit may be available on approval by your instructor. Ample opportunity to network with businesses, industry and government stakeholders, including Argonne National Lab, U.S. Department of Energy and others. A dynamic working environment gives the opportunity to learn multiple work-related skills in a short period of time. Learning opportunities include webinars on topics such as event planning and public relations, online courses through Clean Cities University, and direct experience.

SKILLS/EXPERIENCE NEEDED: The candidate needs to have strong written communication skills, critical thinking skills, Microsoft literacy, and independent work ethic. Junior or Senior status is preferred.

HOW TO APPLY: To apply for an internship, please email a cover letter and resume to Anissa Parra-Grooms, anissa@metroenergy.org

In your letter, state why you are interested in interning with Metropolitan Energy Center, average number of hours a week you are available (up to 25), your relevant experience, and the timeframe (months, year) during which you will be available for the internship. We will contact you if we wish to schedule an interview.

Metropolitan

ENERGY CENTER

Kansas City Regional
Clean Cities



Central Kansas
Clean Cities