



About the Go Solar Program Internship...

The Program Intern will join a team of Program Coordinators and Specialists in supporting state program field staff in their day-to-day implementation of solar co-ops. This includes tracking co-op members in Salesforce, answering co-op member inquiries, maintaining content on program websites, and drafting materials for use by field and communications staff.

The Program Intern will also help review and prepare solar installer bids for our co-ops and will gain familiarity with the finances and equipment of a solar installation.

The intern must have strong research and data analysis skills, be comfortable working with Microsoft office and Google docs, be able to multi-task, and be organized and detail oriented in their work. The intern should also be comfortable self-managing their efforts working on short and long-time projects and have an upbeat attitude with a willingness to work on various high priority projects as they arise. Strong written and verbal communication skills are a huge plus. The intern should have their own computer to work on throughout the internship.

This is a 6-10 hour (flexible) per week internship intended for the Spring, Summer or Fall term. The start and end date are flexible and would ideally align with an academic calendar. College-level interns may obtain college credit for this internship or may opt for a small stipend if course credit is not a possibility. Work hours can be flexible to meet the intern's schedule. At this time, all Solar United Neighbors internships are remote. This internship is open to people of all educational backgrounds and active enrollment in an educational institution is not required to apply.

Support field staff in the day-to-day implementation of solar co-ops.

- Conduct satellite roof assessments of potential co-op members
- Create and update individual co-op webpages (through WordPress)
- Draft documents and materials for use by state Program Directors and communications staff, including requests for proposals (RFPs), update emails, informational documents, and blog posts.
- Provide solar technical assistance by responding to inquiries, questions, and concerns of co-op participants
- Manage and maintain co-op member records in Salesforce
- Working with the broader organization (Growth team, Development team, Executive team) to optimize the promotion and growth of solar co-ops

Support Solar Co-op Coordinator team

- Identify improvements to solar co-op processes and materials
- Work with broader organizational staff to implement these improvements
- Support special initiatives, content development, training, and educational work

Solar Help Desk

- Provide technical assistance to Solar Help Desk users