



County of Sonoma
INTERNSHIP PROGRAM



Human Resources Department
2300 County Center Drive, Suite 116B, Santa Rosa, CA 95403
Phone: (707) 565-2331 Fax: (707) 565-3770

INTERN JOB REQUEST AND DESCRIPTION

Dept. Code:	Recruitment Requested: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Pre-Screening Requested: YES <input type="checkbox"/> NO <input type="checkbox"/>	Date: August 19, 2010 Updated:
Job Title: student intern	Paid <input checked="" type="checkbox"/> Unpaid <input type="checkbox"/>	Number of Positions: 1
County Department: Sonoma County Water Agency	Division/Program: Energy Resources Group	
Location of Position: 404 Aviation Blvd, Santa Rosa, CA 95403		
PURPOSE		
<p>Brief description of department or division/program: The Energy Resources Group within the Sonoma County Water Agency is tasked with developing a broad base of low and no-carbon energy sources for Agency operation. Often, this group performs the role of “seeding” sustainability programs within the community which are then assumed by another governmental entity. While the primary function of this intern would be supporting the Energy Resources Group other projects throughout the Agency, particularly in engineering, may fall under the Public Information Officer’s responsibility and would therefore also be supported by this intern position.</p>		
JOB DESCRIPTION		
<p>Specific tasks and responsibilities: This position is 20-30 hours a week to assist the Energy Resources Group Public Information Officer with a variety of tasks including marketing and public outreach for renewable energy, low impact development and other projects. Additionally, this person would perform general assistance with marketing, website administration, database and admin type functions for a national organization that the Agency is building. Particularly suited would be someone who has considerable adobe skills and would be interested in working on building a large, political organization. Additional tasks may be assigned as needed.</p>		
QUALIFICATIONS		
<p>Required skills, abilities, college enrollment: Intern must proficient in Microsoft office including excel and word. Intern must be proficient in internet use and able to perform research. Intern should be able to build and develop databases, manage website content and perform basic graphic and web design with software provided. Must be flexible and able to work within a rapidly changing and entrepreneurial environment.</p> <p>Intern must be enrolled in undergraduate or graduate college level courses. A basic understanding or interest in marketing and politics is preferred.</p>		
TIME COMMITMENT		
Number of hours per week: 20-30		
Number of interns needed: 1		
State hours, specific or flexible schedule: Flexible but 75% of time in office during standard business hours preferable		

Special project or ongoing internship:	
If special project, estimated hours to completion:	
Minimum length of commitment per intern: 6 months	
BENEFITS TO INTERN	
<p>Training intern will receive: Intern will receive exposure to a broad cross section of projects, technology and political structures within the sustainability and renewable energy field. Intern will also have the opportunity to work on building a national organization from the inside. Intern will learn how to perform public outreach, manage communications from a public relations perspective and develop an understanding of the sensitivities of the governmental-public relationship.</p>	
Supervision time per week: Dependent upon intern's level of self direction and skill.	
Academic internship <input checked="" type="checkbox"/> Work experience <input type="checkbox"/>	
Comments:	
ADDITIONAL INFORMATION	
Other job requirements <input type="checkbox"/> Confidentiality <input type="checkbox"/> Background check <input type="checkbox"/> Dress codes <input checked="" type="checkbox"/> Valid CA driver's license and auto insurance <input type="checkbox"/> Other	
Will intern be driving a County car? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	How Often? As needed
Will intern be required to use own vehicle? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	How Often?
Will intern operate any other machinery? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	If so, what?
Contact: Human Resources	Phone: (707) 565-2331 Fax: 565-3770
Internship Supervisor: Amy Bolten	Phone: 707-547-1981 Email: amy.bolten@scwa.ca.gov
Supervisor's Title: Public Information Officer	Fax:
Job Category (Please Check) <input checked="" type="checkbox"/> Academic internship <input type="checkbox"/> Vocational internship <input type="checkbox"/> Clerical skills internship <input type="checkbox"/> High school work experience	Sent to Risk Management for WC approval _____ Returned with WC approval _____ Announcement posted _____ Announcement sent to schools _____ SSU _____ SRJC _____ Other _____
RISK MANAGEMENT	

Has position been previously approved for WC? YES [] NO []	
<input type="checkbox"/> Reviewed and Approved	Date:
<input type="checkbox"/> Denied	Reason:
Risk Management Signature:	