Energy and Environment Coordinator

About this Job

This position supports the work of the Energy and Environment Committees. The Energy and Environment teams work to ensure long-term environmental and business sustainability by advocating for balanced, efficient, and effective policies and programs. The Environment Work Plan focuses on SF Bay wetlands restoration and regional flood control, climate change mitigation, reliable water supply, and zero-emission vehicles and charging infrastructure. The Energy Work Plan focuses on clean energy supply, grid modernization, zero-emission vehicles, and demand-side solutions.

Energy and Environment Coordinator duties may include, but are not limited to:

- Undertake research related to Work Plan priorities
- Track legislation and regulatory issues at the local, state, and federal levels
- Draft policy, regulatory, and programmatic memos on priority issues for members
- Assist with planning and communications for monthly committee meetings with member companies
- Assist in planning the annual Energy and Sustainability Summit held in late May of 2018
- Present Energy and Environment issues of interest to member companies
- Update content for webpage and social media accounts
- Attend meetings, seminars, and roundtables with member companies, elected officials, and policy stakeholders as appropriate

Additionally, the Coordinator will take ownership of one “Home Run” project, based on the Coordinator’s interests with the guidance of a full-time staff member. This is a long-term project that the coordinator will work on over the duration of their internship. Coordinators are also encouraged to attend Leadership Group meetings and events during their internship to learn and network.

This is an unpaid internship position. College credit may be available through your school. Interns must commit to a minimum of 15 hours per week for a minimum of three months. Individual circumstances will be considered on a case-by-case basis.

About Silicon Valley Leadership Group

The Silicon Valley Leadership Group represents 365 Bay Area companies on public policy issues, campaigns, and programs that affect the economic health and quality of life in Silicon Valley. The policy areas include energy, environment, tax, housing, health, transportation, education, and technology and innovation. Our member companies span across many industries, and collectively provide 1 in 3 private sector jobs in the region. More on the Leadership Group can be found here: www.svlg.org.

With questions regarding the position, or to apply, please contact:
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