



## Internship Opportunity

The North Florida Clean Fuels Coalition is seeking a student interested in expanding their expertise in the areas of energy and transportation. If chosen, the student will become a part of the U.S. Department of Energy's Fall 2022 Clean Cities University Workforce Development Program.

By participating in the program, the student will support the Coalition in achieving its goals while gaining hands-on experience interacting with local stakeholders and community members through various tasks and events. They will also have the opportunity to grow public awareness and expand the markets of advanced vehicle technologies, alternative fuels and practices that reduce the consumption of petroleum.

The program is approximately from September 8<sup>th</sup>, 2022, to December 21, 2022. The chosen candidate is expected to work 20 hours a week on a hybrid basis with some days worked within the Coalition's office at 980 North Jefferson St., Jacksonville, FL 32209. For this reason, priority will be given to those located within the Jacksonville area. Stipends range from \$4,000-\$6,000 depending on academic classification and hours worked. Depending on intern performance and future funding, there is potential for the intern to be rehired for the spring semester.

### Key Responsibilities:

- Help collect and analyze data from local stakeholders
- Assist with the updating of the Coalition's Infrastructure and Vehicle Master Plan
- Support the coalition at outreach events like Drive Electric, the Biannual Expo, and future webinars
- Create content for the coalition's social media accounts through site visits to fleet owners, fuel providers, and other stakeholders
- Develop communications and messaging plan to overcome cultural opposition to clean fuels initiatives and encourage young adults to engage in local clean fuels activities

### Minimum Requirements:

- Currently pursuing a bachelor's degree or master's degree from an accredited college or university studying one of the following fields: communications, public relations, business, marketing, engineering, urban and regional planning, environmental sciences, or other closely related fields.
- Ability to remain for the duration of the program and work 20 hours a week some of which in the Jacksonville, FL office
- Any satisfactory equivalent combination of education and experience, which ensures the ability to perform the essential functions of the position.

### Preferred Qualification:

- Junior or Senior standing or master's degree preferred
- Related previous internship experience

### Skills Required:

- Ability to analyze and compile technical and statistical information and prepare reports.
- Well-developed human relations skills to communicate with diverse audiences, present ideas clearly, resolve conflict and convey technical concepts to others both orally and in writing.

- Ability to work in a collaborative, team environment
- Exhibit excellent internal and external customer service skills.
- Working knowledge of MS Office Suite

To apply for the position, please submit your application at <https://web.cvent.com/survey/e4dfe327-1bd5-46ec-98cc-e88f0459e2be/welcome>.

If selected, interns will be notified by September 8, 2022. Applications are due August 29, 2022.