



Events Coordinator

Internship

Solar Oregon is a nonprofit organization that provides outreach and education on solar technology and its applications, methods for improving energy efficiency, and ideas for building a carbon-neutral future. We serve as a connector and source of information for Oregon's solar community.

The Events Coordinator Intern will focus on the development of the 2014 Solar Now! University, and support Solar Oregon's regular and special events. Scheduled for June of 2014, Solar Now! University is a statewide conference that provides community leaders the technical education and background needed to launch local solar energy initiatives. In addition, the intern will provide marketing and logistical support for Solar Oregon's monthly networking event "Solar Drinks" as well as fundraising and community outreach events.

Job Description

- Coordinate logistical details of Solar Now! University conferences and collaborate with Solar Oregon staff to recruit and manage speakers.
- Work with Solar Oregon Board Members to plan and schedule Solar Drinks events
- Solar Drinks event management duties including set up and break down, coordination with the site host, welcoming guests and collecting donations
- Identify new online venues to post upcoming events and other opportunities to publicize
- Assist Solar Oregon at other community and fundraising events as needed

Desired Skills

- Experience in event planning
- Tabling and community outreach experience
- Excellent oral and written communication skills, with the ability to communicate effectively with a wide range of audiences.
- Strong organizational and interpersonal skills
- Proficiency in MS Office and social media; familiarity with Constant Contact or other email marketing software a plus
- Experience in volunteer coordination a plus

Qualities Needed

- Resourceful worker with a can-do attitude who is able to take initiative, follow-up and manage time efficiently.
- Organized with strong attention to detail



- Enjoys working with people
- Friendly and professional demeanor
- Passion for solar energy

Requirements

- 12-15 hours per week
- Must be available some nights and weekends
- **Minimum commitment of 6 months required**

Compensation

- \$10/hr
- Training in solar technology, policy and financials provided
- Opportunity to work in an established non-profit in the renewable energy field

Submit resume and cover letter to info@solaroregon.org by Tuesday, January 14th. Interviews will be scheduled on 1/20 and 1/22.

No phone calls please

To learn more about Solar Now! University and Solar Drinks please go to <http://solaroregon.org/solar-now> and <http://solaroregon.org/solardrinks>