



Breathe California-Sacramento Region Air Quality Program Intern Job Announcement

Our Community CarShare:

The Our Community CarShare (OCCS) is a pilot program, designed by the Sacramento Metropolitan Air Quality Management District (SMAQMD) that launched in mid-2017. OCCS provides accessibility to zero-emission electric vehicles for more than 700+ registered participants at nine sites in the Sacramento Region. BREATHE assists SMAQMD by implementing outreach and education strategies that would provide necessary mobility options to disadvantaged communities. In 2022-2023, we will be bringing on an additional site, partnering with Greentech's Mobility Hub to introduce OCCS to an untethered community. We are excited to continue providing excellent outreach and building trust in our community.

Desired Qualifications:

As a Program Intern, you will help build upon many successful years of the OCCS program and help expand electric vehicle access in disadvantaged communities. We are seeking a passionate, friendly, and responsible individual who enjoy working with diverse communities. The ideal candidate should be an individual who is patient and understanding towards community needs, have some experience working with data entry, customer service, and event planning.

- Strong communication skills with at least one year of customer service experience
- Comfortable with public speaking and training large groups of members
- Comfortable with remote working and in-person/on-site work
 - Applicant must have a valid Driver's License and reliable transportation
- Familiarity with (ex. Microsoft Office Suite; Zoom; Skype)
- Applicant must be comfortable using Google G Suite, Microsoft Word, Excel and Outlook
 - Familiarity with design software: Adobe, Canva, etc.
- Bilingual (Spanish, Cantonese, Mandarin, Russian, or Farsi) applicants are highly encouraged to apply! (Not required)

Program Intern can expect to work on the following activities:

1. Registrations, Data Entry, Research, Reviewing Records, & Documentation

- Utilize, track, and update Mailchimp, Textedly, SurveyMonkey to maintain the OCCS membership database
- Participate in survey construction, distribution, and monitoring for OCCS post-trip, participation, membership review and outreach surveys
- Auditing and maintaining records for visa incentives and monthly timesheets for Community CarShare Representatives
- Assisting in research on electric vehicles, air quality, public transit, community engagement, and outreach
- Drafting minutes from stakeholder meetings and documenting activities

2. Designing Marketing/Collateral Materials

- Prepare marketing materials (drafting and designing information flyers, postcards, emails, presentations, etc.), and create signage for registration visits and community events using approved SMAQMD Brand Guidelines
- Maintain database of partner logos to ensure their branded logo is current
- Design and update user guides and communications used for OCCS

3. Community Engagement and Outreach

- Applicant must be comfortable working within diverse communities, sometimes without supervision
- Hosting Virtual Visit and in-person meetings to provide support for OCCS members
- In-person data collection and assisting sign-up of new OCCS members
- Assist in planning, organizing, and executing multiple OCCS launch events
- Must be able to stand for extended periods and lift to 25lbs
- Set-up and breakdown of outreach events

Position Salary/Benefits

This is a part-time position ranging from 18-20 hours per week with an hourly rate of \$16-\$18 per hour depending on experience. Additionally, it is flexible with the option to split time between working remotely and in the office – Monday-Friday ranging between 18-20 hours per week.

HOW TO APPLY: If interested, please send your resume and cover letter to Air Quality Programs Director, Carolyn Tran, at ctran@sacbreathe.org via a PDF or Word Document with the subject line “Air Quality Program Intern” – [First Name, Last Name].

Breathe California Sacramento Region is an equal opportunity employer.