



Breathe California Sacramento Region
Air Quality Program Intern
Job Announcement

Overview:

Under direct supervision of the Air Quality Programs Director, the Air Quality Program Intern will assist in the implementation of several air quality improvement programs. As an intern there are opportunities to gain experience for outreach related activities relevant to air quality education, working with school districts, students, the community, and multi-unit housing developments around the Sacramento region. The Air Quality Intern will provide on-site/virtual technical assistance to program participants, develop educational and collateral materials, attend outreach events, and help maintain day-to-day operations of the programs.

Key Responsibilities:

- Assist with program related registrations, data entry, research, reviewing records, and documentation
- Design marketing, collateral, educational, and toolkit materials
- Be comfortable with engaging in community and outreach events (with and without supervision)
- Provide ongoing support to schools, program participants, and diverse communities
- Maintain site visit report and logs for on-site visits and outreach
- Respond to program members and provide assistance with program-related questions and concerns
- Prepare agendas, take notes during meetings, and schedule meetings
- Stay up to date with research on air quality, food waste issues, electric vehicle and infrastructure, and relevant state laws
- Gather and collect data for analysis or research

Required Skills and Experience:

- Basic understanding of food waste, electric vehicles and charging infrastructure, and air quality related issues
- **Applicant must have a valid Driver's License and reliable transportation**
- Passionate about community engagement and involvement

- Strong interpersonal, listening, speaking and written communication skills
- Ability to prioritize and handle multiple projects and/or tasks at once
- Strong attention to detail and organizational skills
- Knowledge of Google Drive, Microsoft Office Suite, Zoom, Canva, Adobe
- Ability to lift 40 pounds
- Non-smoker, including electronic cigarettes and vaping

Desired Qualifications:

- Patience and understanding towards a diverse range of individuals
 - School-aged children, older adults, public officials, and non-native English speakers
- Ability to interpret state laws and mandates
- Communication skills with at least one year of customer service experience
- Comfortable with public speaking and training large groups
Comfortable with remote working and in-person/on-site work
- Bilingual applicants are highly encouraged to apply!
 - Spanish, Vietnamese, Cantonese, Mandarin, Russian, or Farsi

Position Information

This is a part-time position ranging from 18-20 hours per week with an hourly rate of \$18-20 per hour depending on experience. Additionally, it is flexible with the possibility of working remotely from home and in the office Monday – Friday, with the expectation of coming into the office at least one (1) day of the week.

- We are seeking to hire one (1) well-qualified candidate who is able to start as soon as possible
The candidate is expected to stay for at least 6 months, but ideally would be able to stay up to 12 months

How To Apply

If interested, please send your resume and cover letter in PDF format.

- Send to Air Quality Programs Director, Elizabeth Savin, at esavin@sacbreathe.org
- Subject line “Air Quality Program Intern” – [First Name, Last Name].

Breathe California Sacramento Region is an equal opportunity employer.