



**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
- 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

- 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
  - Applicant must have a valid Driver's License and reliable transportation
- 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.

#### **How To Apply**

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

- Send to Air Quality Programs Director, Carolyn Tran, at [ctran@sacbreathe.org](mailto:ctran@sacbreathe.org)
- Subject line "Air Quality Program Intern" – [First Name, Last Name].

**Breathe California Sacramento Region is an equal opportunity employer.**