

**Position:** Clean Transportation Communication Intern

**Reports to:** VCREA Program Administrator

**Closing Date/Time:** Monday, May 1, 2023 at 5 pm

**Internship Description:** The Clean Transportation Intern will support the implementation of the [Ventura County Electric Vehicle Blueprint](#) alongside the Ventura County Regional Alliance (VCREA) team at the County of Ventura Sustainability Division. Tasks will range from event support to administrative tasks but will primarily consist of social media management. The ideal candidate will be enthusiastic and knowledgeable about electric vehicles and willing to learn about clean transportation policy and programs at the federal, state, and local level. This position is a great opportunity for students, recent grads, or individuals in a career transition who are looking for experience in communication, local government, and/or clean transportation advocacy. Hours are flexible and can accommodate a student schedule. Position can be partially remote but will require participation in outreach events throughout Ventura County.

Learn more about the County of Ventura Sustainability Division: [sustain.ventura.org](https://sustain.ventura.org)

Learn more about VCREA at [vcenergy.org](https://vcenergy.org)

**Key words:** communication, social media, clean transportation policy, electric vehicles, outreach and education

**Hours:** This position is for 10-15 hours per week M-F with occasional weekend event participation. Intern can choose their own hours but should primarily overlap with regular business hours (8am – 6pm).

**Duration:** Starting late-May 2023 and ending in October 2023 but could be extended to June 2024.

**Compensation:** \$25-30/hour.

**Responsibilities:**

- Design informational graphics and content for VCREA’s social media accounts and quarterly Drive Clean Newsletter.
- Work with the EV Coach to advocate and educate Ventura County public about the benefits of EVs and available purchase incentives.
- Draft memos on transportation policy, EV news, and public survey results.

**Candidate Requirements:**

- Ability to work 10-15 hours per week, at least 5 hours during regular office hours (9am – 5pm)
- Experience using the following online tools/programs: Canva, Microsoft Outlook, Microsoft Word, SharePoint, Google Forms, Excel
- Excellent written and oral communication skills
- Enthusiastic about clean transportation and equitable policy
- Willingness to learn

**Desired Skills:**

- Experience using Mailchimp, WordPress, Trello
- Experience in outreach or education
- Fluent in Spanish

#### **CTC Intern Fall Task List**

- **Implement [Social Media Action Plan](#)**
  - Use Canva or other graphic design tool to develop content for Facebook and Instagram accounts. (one posts per week minimum, 2-3 per week during outreach months)
  - Create a posting schedule ahead of each month, including a series on equitable transition to electric transportation
  - Develop a twitter account
- **Assist the development of the Quarterly EV Newsletter**
  - Support the EV coach in drafting content for the Quarterly EV newsletter
- **Stay up to date on EV news**
  - Review available vehicle purchase incentives and resources for Ventura County residents
  - Sign up for transportation electrification/ electric-vehicle themed newsletters
  - Submit a bi-weekly memo of EV news and EV grant opportunities.
- **Support at National Drive Electric Week event development**
  - Assist in tracking event expenses
  - Inventory event materials
  - Provide set-up tear-down support at events
  - Engage with patrons at EV outreach events
- **Develop a VCREA bi-weekly Industry Newsletter**
  - Consolidate important industry information relating to transportation electrification, zero-emission vehicles, and grant updates.

To apply, please submit your cover letter and resume to [heather.allen@ventura.org](mailto:heather.allen@ventura.org) with the subject line “Clean Transportation Intern” no later than **May 1, 2023**. Those individuals meeting the qualifications will be invited to interview for the internship.