



Part-time, special event intern Seattle, WA

Background

The NW Energy Coalition is an alliance of more than 110 environmental, civic, and human service organizations, progressive utilities and businesses in Oregon, Washington, Idaho, Montana and British Columbia. We promote energy efficiency and renewable energy, low-income and consumer protection in energy policy decisions, and fish and wildlife restoration in the Columbia and Snake rivers.

Energy policy is critical to the economic and environmental health of the Northwest. Ensuring that individual utilities, state agencies and the region pursue clean and affordable energy strategies to meet our power needs is a central focus for the Coalition. We drive home the link between power use and production policies and climate change. Reducing greenhouse gas emissions from the power sector is a top priority.

Description

The NW Energy Coalition seeks a part-time (15 - 20 hours per week) intern to work with the outreach director and senior development associate to coordinate the Coalition's fall *Gala* in Portland, Ore. The position involves frequent contact with Coalition staff and member organizations. This position is located in our Seattle office.

Principal duties and responsibilities

- Work with outreach director and senior development associate to plan our gala event in Portland on Nov. 7, 2014, for 150 guests from around the Northwest.
- Conduct outreach to potential guests, speakers and sponsors.
- Maintain sponsorship agreements and benefits.
- Manage registrations and communicate with guests.
- Assist with the development of promotional materials.
- Collaborate with executive and development committee members.
- Provide logistical and administrative support as needed.

Requirements and skills

- Prefer a student seeking a graduate or bachelor's degree in a relevant discipline. Experience may substitute for education.
- Prefer relevant work or volunteer experience including (but not limited to) event planning, organizing, public relations and outreach, marketing or communications. Previous experience with event planning is strongly desired.

- Demonstrated ability to plan, schedule and implement a work plan.
- Excellent oral and written communication skills, especially the ability to communicate effectively with a wide range of audiences.
- Good organizational skills and strong attention to detail.

Must be a resourceful worker with a can-do attitude who will take initiative, do effective follow-up and manage time efficiently.

Timeline:

- Preferred 4 – 5 month commitment, with some flexibility for the right candidate.
- Ideal start date in mid-June to early July 2014.
- 15 – 20 hours per week during business hours in the NW Energy Coalition office in downtown Seattle.

Benefits:

- Monthly stipend of \$500 and the opportunity to receive academic credit.
- Make connections with energy policy professionals and clean energy organizations from across the Northwest.
- Gain skills in event planning and implementation, fundraising and sponsorship outreach.
- Develop database skills using Salesforce.
- Gain experience with donor solicitation.

Application instructions:

Position is open until filled. In order to help us process applications efficiently, please observe the following:

- 1.) Please submit your application via e-mail to Gwen Heisterkamp at gwen (at) nwenergy (dot) org.
- 2.) In the subject line of your email: “First name, last name, special event intern”
- 3.) In the body of your email, please indicate your available dates.
- 4.) In the body of your email, please indicate where you found out about the position.
- 5.) Please include a resume, cover letter and a writing sample.

For more information about the NW Energy Coalition go to www.nwenergy.org