



The San Diego Association of Governments invites applications for the position of:

energy planning intern

If you are a student or recent graduate, a paid internship at SANDAG may be a great way to launch your career! The agency is always working on interesting and challenging projects and our managers are dedicated to sharing these experiences and mentoring the next generation of professionals in the industry.

The experience is substantive. If selected for an internship, you would be fully integrated into your team and given project responsibilities that are both learning opportunities and a chance for you to contribute to the overall success of the agency. You will enhance your technical knowledge in your chosen field and refine your abilities to collaborate, contribute to high-performing teams, and communicate – skills that are the essence of a successful professional!

Apply immediately; this position is open until filled
Expected start date: May 2016



Overview of the Energy Planning Program

Through long-range strategic plans and programs, SANDAG strives to increase energy efficiency and cleaner energy supplies, and reduce petroleum consumption, to sustainably meet the region's energy and climate needs. As part of this work, SANDAG provides energy and climate planning support, to member agencies in the form of "Energy Roadmaps" which help jurisdictions save energy in their operations and communities.



Intern Responsibilities

With the guidance and mentoring of senior staff, this position will provide a "hands-on" learning experience in the regional planning profession. Examples of intern responsibilities include:

- Contribute as a team member to various energy efficiency and climate research projects and planning studies; participate in meetings and liaise with project partners; assist with coordinating activities.
- Support the Energy Roadmap program; participate in the coordination of project outreach and implementation; assist with researching and developing program materials and facilitate member agency and SANDAG staff participation.
- Assist with staff support activities for the Regional Energy Working Group; record and summarize minutes and actions for distribution; assist with specific follow-up requests that arise from meetings.
- Collect and compile information required for meeting agendas, committee reports, and presentations.
- Contribute to the preparation of various types of reports, summaries, correspondence, and presentations.
- Respond to requests for information from the public or other interested parties.

Qualifications

SANDAG employees are known for their commitment to excellence and passion for the work they do. We look for the same qualities in interns. To be most successful in this position, our ideal candidate would have the following education, experience, and attributes:

- Graduate level coursework in public policy, urban/regional planning, or a related field with a specific focus on energy, climate change, or sustainability.
- Knowledge of current issues and trends related to energy efficiency, climate change mitigation and adaptation, and California energy policy.
- Ability to complete assignments that involve researching, analyzing, and synthesizing information into written summaries, reports, or recommendations.
- Proficient computer skills with MS Word, MS Excel, MS PowerPoint, and Internet research.
- Ability to communicate with various audiences using exceptional interpersonal, written, and oral communication skills.
- Excellent organizational skills, attention to detail, and ability to multitask and work on several projects simultaneously.
- Demonstrated flexibility and willingness to perform a variety of tasks typical of an entry-level planning position.

Hours, Pay, and Perks

Interns are paid \$13.50 per hour, and are eligible to receive pro-rated holiday pay, paid sick leave, and a regional transit pass. This position is offered as one-year opportunity, working approximately 20 to 25 hours per week. The work is primarily performed during SANDAG's normal business hours and, from time to time, may involve evenings and weekends; a specific schedule will be worked out between the intern and manager.

How to Apply

We encourage all interested candidates to apply for this internship by sending us a completed Employment Application form along with a recent 2-to-3 page writing sample. A cover letter describing how this internship would contribute to your career goals in the planning field as well as a resume is desirable.

The application form can be downloaded from the Careers section of the SANDAG website. Once completed, your application and writing sample can be emailed to hr@sandag.org or sent to SANDAG, Attn: Human Resources, 401 B Street, Suite 800, San Diego, CA 92101.

Apply immediately. We are accepting applications on an ongoing basis until the position is filled; the first review of applications will begin on Wednesday, March 30, 2016. The internship is expected to start in May 2016.

Any questions regarding this internship or application procedures can be referred to Tala Piñones, Human Resources Analyst, at tala.pinones@sandag.org or (619) 699-7385.

Applicants requiring an accommodation due to a disability should state their needs in writing when submitting an application.

About SANDAG

SANDAG is one of the most recognized regional agencies in the nation with responsibilities that cover a broad range of complex, interrelated program areas connected by a Quality of Life theme. We are best known for our efforts related to transportation and this role continues to expand as we push beyond traditional boundaries to deliver a state-of-the-art transportation system for the region. In recent years, leadership in areas such as comprehensive land use and environmental planning, public safety, and modeling and data systems also have earned SANDAG much acclaim. With an employee group about 300 strong, we work for our Board of Directors - mayors, city council members, county supervisors, and other leaders representing the jurisdictions within the San Diego region and neighboring areas. They play the important role of making policy decisions that shape the future of the region. Our collaboration with stakeholders, partners, and the community, the precision of our data, the completeness of our reports and studies, and our sound recommendations are essential components of the regional decision-making process.