



San Francisco Department of the Environment Clean Cities Intern

Appointment Type: Internship
Filing deadline: August 6, 2023
Salary: Stipend
Date Issued: July 31, 2023
Desired start date: September 11, 2023
Term ends: December 22, 2023
Weekly Time Commitment: 20 hours/week

The Environment Department for the City and County of San Francisco (SF Environment) is seeking an intern for the San Francisco Clean Cities Coalition through the Clean Cities University Workforce Development Program (CCUWDP). This position has the flexibility to be hybrid or in-person. Selected candidates will be notified by September 1.

The Fall term is from September 11—December 22, 2023. The CCUWDP pays a stipend of \$4,200 to undergraduate students working an average of 20 hours/week and \$5,040 to graduate students working an average 20 hours/week. Stipend is paid directly to the intern. The internship may be extended through Spring 2024 depending on available funding.

SF Environment

The mission of SF Environment is to improve, enhance, and preserve the environment, and to promote San Francisco's long-term environmental sustainability. SF Environment works on policy and programming in areas such as Zero Waste, Toxics Reduction, Environmental Justice, Transportation, Climate Change, Energy, Green Building, and Urban Forest. For more information visit www.SFEnvironment.org

Program

This position supports the San Francisco Clean Cities Coalition (SFCCC), a local program sponsored by the US Department of Energy. SFCCC is hosted by SF Environment and includes stakeholders from public, private, and non-profit organizations. SFCCC is managed by SF Environment's Clean Transportation Team.

SFCCC's mission is to advance San Francisco's environmental, economic and energy security by

supporting local decisions to adopt practices that contribute to the reduction of petroleum consumption. SFCCC's current focus is accelerating the adoption of electric cars and trucks and expanding publicly accessible charging in San Francisco to help the City meet its 2040 net zero carbon emissions goal.

Relevant majors include urban and transportation planning, social and environmental science, public policy, engineering, communications, and behavioral economics, although all majors will be considered if the candidate meets minimum qualifications.

Intern Duties:

- Maintain and update Coalition website (Squarespace).
- Maintain and update Electric Vehicle dashboard (Tableau).
- Assist with tasks related to the Medium- and Heavy-Duty Zero Emission Vehicle Blueprint, a project focused on increasing charging infrastructure in San Francisco. Tasks may include survey development, analyzing survey data, stakeholder engagement, and reporting results.
- Assist with tasks related to a new electric bike pilot focused on last-mile food delivery. Tasks may include stakeholder engagement and coordinating communications.
- Support implementation of the Commercial Garage EV Charging Ordinance:
 - Assist with planning and implementation of ordinance rules and regulations.
 - Manage Salesforce ordinance compliance dashboard and reporting.
 - Use database to conduct outreach to affected stakeholders.
- Project management assistance and stakeholder outreach as needed.

Minimum Qualifications

- Currently enrolled Junior, Senior, Graduate Student or recently graduated with no more than one year past graduation.

Desirable Qualifications:

- Comprehension of climate change science and California environmental policies, particularly those focused in the transportation electrification sector (electric cars, bikes, trucks, and associated infrastructure).
- Experience developing communication materials, presentations, and case studies.
- Experience collecting and analyzing data; and communicating findings.
- Community outreach and communications experience.
- Prior experience using Tableau for data visualization.
- Excellent organizational, writing, interpersonal, and communication skills.

Professional development opportunities :

- Gain experience working with subject-matter experts in transportation electrification, one of the world's fastest growing job markets.
- Access to networking with other SF Environment program staff and programs working on a range of environmental issues.

- Learn about San Francisco's environmental policies and SF Environment's role in creating and enforcing environmental policies.

Appointment Type: Internship with stipend

Notes: This position may have the option to extend contingent upon interest, workload, demonstrated competence and professionalism, and available funding. Participation in this program does not guarantee continued service with the City nor any future employment with SF Environment or the City and County of San Francisco.

Pursuant to the City's Vaccination Policy, all new interns and fellows are required to be vaccinated as a condition of their participation, unless they meet one of the exemptions described in City [Vaccination Policy](#) and accompanying documents

Application Procedure :

Apply online at [LINK](#). Applications are due August 6, 2023.

If you have any questions, please email cleancitiesintern@anl.gov.

**Minorities, women, and persons with disabilities are encouraged to apply .
We are an Equal Opportunity Employer.**