



Solar Education Program Paid Intern Job Description

Who We Are

As the educational division to We Care Solar, We Share Solar empowers students to be global changemakers. By combining solar energy and engineering education with real-world applicability, trained teachers cultivate students' interest in STEM subjects and inspire them to meet an immediate need in the developing world. High school teachers attend our professional development workshops to learn how to teach our extensive curriculum and then lead their students in building our 12-volt DC stand-alone solar system, the We Share Solar Suitcase®. As students build, they learn about global energy poverty, basic electricity, solar energy, and engineering. Students donate their We Share Solar suitcases to a school or community center in an energy-poor region of the world. We Share Solar works with partners in target countries to select placement sites, conduct installations, and train Solar Suitcase end-users.

Student Intern

We Share Solar is seeking a half-time paid student intern to join our team in Berkeley, CA for the summer with the possibility to extend through the school year. Most work will be remote, with occasional visits to the downtown Berkeley office. The We Care and We Share Solar teams are currently working in a hybrid environment, remote and occasionally in-person.

The Student Intern will report to the We Share Solar Program Manager and Program Director and will be responsible for supporting core programmatic functions including administrative and logistical tasks. The Student Intern will be an integral part of We Share Solar's work to combat climate change by providing local and international communities with sustainable energy systems.

Key Responsibilities

- Assist the team in various functions and tasks on an as-needed basis, from administrative to programmatic
- Assist with US and international shipping and UPS management of WSS equipment

- Support with creating and communicating East African Solar Suitcase installation reports
- Aid Program Director with social media content creating and posting
- Support with editing and managing Solar Suitcase sustainable energy curriculum in the online Thinkific platform
- Assist with planning and implementation of in person and online teacher workshops

Requirements

- Current, or recently graduated student at an accredited college or university
- Experience supporting with administrative tasks
- General experience with social media and management systems preferred
- Deep passion for people and the We Share Solar mission
- Highly organized with flexibility & the willingness to tackle a wide range of tasks simultaneously
- Strong sense of teamwork and the ability to work collaboratively with other staff members
- Strong written & oral communications skills
- Self-starter who can work independently
- Technologically savvy
- Competency in Microsoft Office, Google Suite and Gmail

You'll Impress Us if You Have...

- Knowledge in solar engineering and/ or basic engineering skills
- Background in sustainable energy and climate change education
- Non-profit experience
- Cross cultural experience

What We Offer

- **Mission-driven work.** The mission of We Share Solar is to equip students for the future through solar energy education with real world impact.
- **Flexible work schedule.** We pride ourselves on offering a flexible and fun environment while achieving our mission. You'll have autonomy to create a schedule that brings your best work, including working remotely.
- **Strong culture.** A working environment that values humility, integrity, inclusion, professional growth, and learning.
- **Talented and dedicated team.** A collaborative, hard-working, international team that is willing to do what it takes to get the job done, is committed to learning and improving, but laughs often and creates time for having fun.
- **Pay.** This is an hourly position at \$20/hour

Equal Opportunity Employer

We Care Solar is an equal opportunity employer. We are committed to fostering a progressive work environment that encourages participation by all team members and ensures that all voices are heard. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

How to Apply

Please submit resume and cover letter to Alli Pemerl at alli@wecaresolar.org

Applications will be reviewed as they are received and only short-listed candidates will be contacted.