**Drive Electric Vermont**

**INTERN**

Reports to: Transportation Efficiency Consultant

Department: Transportation

**JOB SUMMARY:** (What is done and why.)

* To assist with Drive Electric Vermont marketing and outreach efforts.
* To reduce barriers to Electric Vehicle (EV) ownership through outreach and education.
* To support Vermont EV owners in organizing local demonstrations.
* To track the spread of EVs in Vermont.

**ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)**

1. Maintain contact information for Vermont EV dealerships and coordinate dealer involvement in EV demonstrations.
2. Participate in and assist with organizing local EV demonstrations.
3. Maintain inventories of new EV charging equipment locations.
4. Assist with Drive Electric Vermont marketing and outreach efforts.
5. Provide support to the activities of VEIC as necessary to accomplish organizational goals and objectives.

**KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)**

1. Strong personal commitment to the mission, vision, goals and values of VEIC.
2. Interest in electric vehicle technology.
3. Marketing, social media and event management experience.
4. Computer knowledge required: Microsoft Office including Excel & Outlook, website development and/or social media experience.
5. Strong written and oral communication skills.
6. Ability to work independently with minimal supervision, and as part of a team.

**WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)**

**Internal-** Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

**External-** Normal functions do not routinely require travel. Travel to special events and/or off site meetings required periodically.

**PHYSICAL DEMANDS: (The physical effort generally associated with this position.)**

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eye strain from reading detailed materials and computer screen. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work may include occasional pushing, pulling, or carrying objects weighing up to 40 pounds such as files, documents, and computer printouts. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.

**SCHEDULE**

Approximately 20 hours per week for 10 weeks.