



Climate Action Planning Assistant Internship

SPRING 2022

We seek an organized self-starter with a passion for addressing the climate crisis, and strong organization and communication skills to support the towns of Fairfax and San Anselmo to further the implementation of the Town Climate Action Plans.

The primary focus of this internship will be to support the Climate Action Commissions/Committees and the Town's Climate Action Coordinator. Working together with 350 and other environmental leaders, the intern will gain experience implementing climate policies on a local level and knowledge of how grassroots climate activism works.

Sample job duties may include:

- Research building electrification ordinances and trends; draft Frequently Asked Questions on the benefits of space and water heating electrification, available rebates and tax credits.
- Develop materials for use in community outreach to promote individual climate action and to build support for municipal ordinances. May include content development for Town websites, flyers and postcards for public distribution, posters/signs for Town display, presentation materials for community meetings.
- Design public opinion surveys to assess Town attitudes towards various Climate projects.
- Support Town Climate Action Coordinator in reviewing greenhouse gas (GHG) emissions inventory and helping update the Climate Action Plan based on the latest inventory.
- Attend monthly evening meetings of the 350 Marin Steering Committee and report on progress.

This internship is intended to be a learning experience to build the climate movement locally. We encourage applicants to apply, recognizing that few would have experience or knowledge of all the following characteristics of the ideal candidate:

- An interest in climate change mitigation and adaptation via programs such as building electrification, conversion of Town infrastructure and fleet to clean energy, promotion of electric vehicle (EV) use and charging network.
- An educational background in environmental policy, science, engineering, sustainable management or planning degrees (volunteer and internship experience will be considered).
- An understanding of clean energy and environmental policy.
- Community outreach and communications experience.
- Experience with office software for document development and management, and meeting management
- Experience in data collection and basic analysis for research.
- Strong verbal and written skills; ability to coordinate and communicate with others orally and in writing.
- Strong organizational skills
- Ability to work from home/remotely

This position will require a minimum of 4-6 hours per week with a 16-week commitment. A stipend up to \$2,000 for 80 hours of work will be provided. **Apply immediately, open until filled.** Interested applicants should be capable of working from home as this is a mostly remote position due to COVID-19.

To apply, complete an application at: <https://350marin.org/internship-application/>

For more information contact info@marin350.org.

About Us: Inspired by the global 350.org climate movement, 350Marin is a local group of 350BayArea.org. For the past 10 years, 350Marin has brought together concerned grassroots activists working to avert climate chaos. We take actions on the belief that climate science and social justice demand the swiftest possible action to reduce carbon emissions, prioritizing those most impacted, which includes youth. Our goal is to elevate the voice of the people to influence the public and to encourage adoption of local and regional policies that can lead to a safer climate.

350Marin strongly encourages applications from women, LGBTQIA+ people, people of color, indigenous people, disabled people, and other underrepresented communities.