



COMMUNITY  
WEATHERIZATION  
COALITION

# Gulf Scholars Intern

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## Position Overview:

The Gulf Scholars Intern will support our non-profit organization by aiding in daily operations of the Community Weatherization Coalition (CWC), helping with the management of our Home Energy Tune-up Program, and assisting partner organizations RTNCF and UF IFAS in disaster recovery and coalition-building work in the region. Tasks will also include outreach and occasional marketing, fundraising, or event planning, and are tailored to intern interests. Interns will work closely with one or two of our staff members, primarily at our office and in the field.

The Gulf Scholars Internship will run from February 3rd through April 30th. The intern will fulfill between 96-144 hours over the course of 12 weeks.

Ideal candidates will have experience in an office setting, a passion for helping their local community, confidence when interfacing with clients and the general public, and bring some depth of familiarity with issues in sustainability.

## Responsibilities:

- Aid in Home Energy Tune-ups.
- Aid in recruitment of volunteers for training events and clients for our Home Energy Tune-up Programs
- Table at community outreach events; disperse materials to local faith organizations and partner groups
- Collaborate with UF IFAS on supply assembly and distribution to extension offices
- Canvass Levy County neighborhoods to identify households in need of Hurricane Idalia recovery assistance
- Restock home energy tune-up kits and paperwork, assist with client correspondence
- Review and enter tune-up data, draft resident follow-up reports, make follow-up survey calls
- Assist with organizing tune-up supplies and tracking inventory
- Infrequent:
  - Film and edit CWC tutorial and testimonial videos
  - Create stock photos for website and marketing materials

## Qualifications:

- A detail-oriented and highly organized self-starter
- Creative and insightful
- Clear and concise verbal and written communication skills
- Demonstrated experience working with marginalized communities, direct service, or customer service
- Solicits feedback to improve skills, quality of work and content impact
- Interest in nonprofits, sustainability, or helping low-income residents in our community
- Basic experience and knowledge with Excel, Google Docs, Canva, video editing, and graphic design preferable

**Compensation:** A \$1,200 stipend will be granted via UF's Bob Graham Center for Public Service, and we are happy to work with the selected candidate on any documentation that may be required for academic credit.

**To apply:** Submit a cover letter and resume to [alane@communityweatherization.org](mailto:alane@communityweatherization.org). Please include the name and semester of the internship you seek. Schedule an interview [here](#). To be considered, all materials must be submitted, and your interview scheduled, by January 20th. Interviews will take place January 21-30.