



Internship Information: Interested candidates should direct their resume to info@ases.org with the position of interest included in the subject line.

Communications Associate

- Moderate and engage in the ASES Online Community forums
- Keep and update resources regularly in the forum libraries
- Content and resource creation for the ASES Online Community
- Attend any related meetings if available and take notes when needed
- Assist with research and communication as it pertains to the ASES Online Community

Social Media Advocate

- Posting daily on social accounts based off the social media calendar provided to you
- Engaging with other accounts online (re-tweeting/posting, liking, following other pages, etc.)
- Content creation on Canva (graphics for social media)
- Creating captions for posts and following current grammar, spelling and brand guidelines
- Assisting with ASES Media Partners

Fundraising Campaign & Grants Research Assistant

- Solicit corporate sponsorships and find creative ways to fundraise in an increasingly online environment
- Develop/modify marketing materials (brochures, recruitment, promotional flyers, pledge forms) to promote fundraising campaigns
- Assist in identification and application of grants
- Monitor proposals throughout the research, planning, drafting and submission phases
- Keep all fundraising web pages and events updated

Membership Marketing Associate

- Maintain contact list management
- Check ASES voicemails
- Assist with monthly paper mailing
- Assist with payment processing & membership renewals
- Manage monthly and special mailings to member base
- Assist with research and communication as it pertains to membership growth

Data Analyst & Technical Divisions Assistant

- Database clean-up and record merges
- Analyze data from membership, conference, tour and webinars
- Attend monthly Technical Divisions meetings and take notes (first Monday at 12pm MT)
- Support Divisions activity and engagement
- Work with Division leaders on projects



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National Solar Conference Assistant

- ◆ **Duties:**
 - Assisting with program organization on google suite
 - Content creation and marketing assistance
 - Updating program information on the ASES website
 - Assist with program outreach and keep outreach sheet updated
 - Attend any program related meetings and take notes on these calls
 - Other tasks handed to you by ASES staff
- ◆ **Expectations:**
 - Some experience with the Google Suite, WordPress and Canva
 - Attention to detail
 - Written communication skills
 - Technical skills
 - Highly organized

National Solar Tour (NST) Assistant

- ◆ **Duties:**
 - Assist with program organization on the google drive
 - Assist with program outreach and keep outreach sheet updated
 - Content creation and marketing assistance
 - Updating program information on the ASES and NST websites
 - Assist with creation of NST map and online forms
 - Attend any NST related meetings and take notes on these calls
 - Develop of program marketing materials
- ◆ **Expectations:**
 - Some experience with the Google Suite, WordPress and Canva
 - Self-driven
 - Technical skills

Finance Assistant

- ◆ **Duties:**
 - Assist Finance Director in accounting and business management tasks
 - Gain experience in non-profit accounting
- ◆ **Expectations:**
 - Accounting education/background
 - Knowledge of Microsoft Excel
 - Highly organized

Environmental Studies Internship Opportunity Form

Organization name: American Solar Energy Society

Organization Web address ases.org

Physical Address: 2525 Arapahoe Ave Ste4-253, Boulder, CO 80302

Contact person: Ella Nielsen

E-mail: info@ases.org Phone: 303-443-3130

Internship available these semesters (please mark one or more semesters):

Spring Summer Fall Winter

Brief description of Your Organization:

The American Solar Energy Society (ASES) is a 501(c)(3) non-profit that advocates for sustainable living and 100% renewable energy. We share information, events and resources to cultivate community and power progress in the U.S. and beyond. As the U.S. section of the International Solar Energy Society (ISES), we work with individuals and groups around the world to accelerate the transition to a renewable energy and sustainable living society.

Describe the nature/goals of the project(s):

All positions provide a strong introduction to renewable energy as well as the operation of a non-profit organization. They typically require 5 hours/week, for six months, and while they are non-paid, all of these positions are eligible for university credit for those interested.

Please list required and/or desired skills and qualifications:

- Great communication skills
- Written communication skills
- Attention to detail
- Self-driven
- Technical skills
- Experience using the Google Suite, Wordpress, and Canva
- Highly organized

How to Apply:

Interested candidates should direct their resume and cover letter to info@ases.org with the position(s) of interest included in the subject line.

More information can be found here: <https://ases.org/about/jobsvolunteer/>

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