



## **Position Openings**

### **Orange County Power Authority – Internships Available**

**Salary: \$18-\$24 per hour; commensurate with experience**

**Hours: 10-20 hours per week**

**Orange County Power Authority (OCPA) is currently accepting applications for the position of Intern.** Under the direction of OCPA staff, internships provide a look into the energy industry and the daily operations of a Community Choice Aggregation agency (CCA). Depending upon the assigned department, Interns will assist with administrative tasks, event planning and coordination, engagement opportunities and research projects, monitor introduced legislation, learn about the regulatory process, and draft analysis on legislation or regulatory proceedings.

Two part-time interns are being sought. One internship will serve within the Regulatory and Legislative Affairs (R&LA) Department, the other within the Communications and External Affairs (C&EA) Department. These positions are currently open with a duration of three to six months.

- **Internship with the Communications and External Affairs team** is open to currently enrolled college students.
- **Internship with the Regulatory and Legislative Affairs Department** is open to postgraduate students as well as those currently enrolled.

**Applicants should send a cover letter and resume with at least three references to [recruitment@ocpower.org](mailto:recruitment@ocpower.org).** Applications will be accepted on a continuous basis until positions are filled.

### **About Orange County Power Authority**

Orange County Power Authority (OCPA) is one of 25 Community Choice Aggregation agencies (CCA) across California, providing the option of clean, renewable energy to over 14 million customers. Serving cities across Orange County, OCPA's mission is to provide the option of renewable energy at competitive rates and equitably reinvest to support sustainable communities. OCPA is focused on moving toward a healthier and more sustainable clean energy future by empowering customers with the option to have renewable energy procured on their behalf, decreasing their carbon footprint and helping "green" the electric grid.

[www.ocpower.org](http://www.ocpower.org).

## **More About Internships at OCPA**

Internships require 10-20 hours of work per week, during normal office hours Monday through Friday. However, it may require participation outside of regular business hours, at events and meetings. The positions will be located alongside staff at the office in Irvine, California.

A successful candidate will possess excellent written and verbal communication skills and will be a highly collaborative team player with the ability to thrive in an office environment as well as at community events. Candidates should also have basic, to intermediary proficiency with the Microsoft Office suite of products. This role will require the prioritization of multiple tasks at once and the efficient completion of projects.

### **Examples of Duties / Functions**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees with disabilities can perform the essential functions of the job.

### **Communications and External Affairs Team:**

- Administrative Tasks
  - Updating customer account information
  - Preparing informational materials
  - Maintaining the inventory of marketing items and communications collateral
  - Updating customer communications
  - Assisting with the creation of PowerPoint presentations
  - Facilitating meeting scheduling and logistics
  - Assisting with Community Advisory Committee meeting preparation
  - Taking meeting notes and consolidating staff feedback
- Event Planning
  - Attending local events with staff
  - Identifying event participation opportunities
  - Confirming and scheduling approved events
  - Processing registration for events
  - Assisting in set-up, operation, and tear-down of events
  - Tracking attendance and participation at events
  - Distributing event photos to Communications & External Affairs team
- Engagement Opportunities
  - Serving as a point of contact for customer inquiries
  - Coordinating college and university level outreach
- Research Projects
  - Aggregating relevant local news and public input in regular reports
  - Searching for innovative ideas that can benefit OCPA customers
  - Identifying content improvement opportunities for the OCPA website

**Legislative and Regulatory Affairs:**

- Monitor introduced legislation and regulatory proceedings
- Attend various meetings
- Conduct research
- Assist with preparing analysis and reports
- Assist with stakeholder communication
- Data collection

**QUALIFICATIONS****Minimum Qualifications**

- Education and Experience: A current student (C&EA or R&LA), alumnus (R&LA only) from an accredited college or university, preferably in Business, Economics, Engineering, Environmental Studies, Law, Public Administration/Public Policy, Political Science, Government, Natural Resources, or a related field to utility business and/or energy.
- Possession of a valid State of California driver's license is required.

**Other Qualifications**

- Analytical Thinking: Approaches a problem or situation by using a logical, systematic, sequential approach.
- Collaboration: Develops networks and builds alliances; engages in cross-functional activities.
- Communication Skills: Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**COMPENSATION AND BENEFITS**

Salary: \$18-\$24 per hour; commensurate with experience. Benefits offered are those required by State and Federal law.

Hours: 10-20 hours per week.

This is not a civil service position; however, some OCPA employees may be required to submit a Statement of Economic Interests form, also known as Form 700.

Orange County Power Authority is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.