



TRAVERSE CITY
LIGHT & POWER

INTERNSHIP JOB POSTING

Traverse City Light & Power

Announcement No. 23-002

April 25, 2023

SUSTAINABILITY & KEY ACCOUNTS INTERNSHIP

A 2023 paid internship opportunity is available at Traverse City Light & Power (TCL&P), a municipally owned electric utility in Traverse City, Michigan. TCL&P has been providing safe and reliable electricity to the residents and businesses of Traverse City, a Northern Michigan community, for over 100 years. The utility serves approximately 12,700 customers within a service area of approximately 20 square miles.

Under the supervision of the Sustainability & Key Accounts Manager, the intern will apply communication and outreach skills to maintain key account relationships and promote sustainability programs. This position is intended to expand knowledge of climate friendly programs and key account relationship building as they relate specifically to the electric utility industry.

A detailed description of the internship position and minimum qualifications can be viewed at <http://www.tclp.org/Page/Careers>.

The position is open until filled. Wage range is dependent on qualifications, education and/or experience.

Please submit resume, cover letter, employment application and three professional references via email to kschroeder@tclp.org. Please enter in subject line "Sustainability & Key Accounts Internship".

TCL&P is an Equal Employment Opportunity Employer

A diverse team makes a strong team. As an Equal Employment Opportunity employer, we are strongly committed to creating a dynamic and equitable workforce that mirrors the community and world that we serve. TCL&P encourages people from all backgrounds to apply.

TRAVERSE CITY LIGHT & POWER
Job Description

Sustainability and Key Account Intern

Supervised By: Sustainability and Key Account Manager
Supervises: No supervisory responsibility
Status: Paid Internship
Non-Exempt

Position Summary:

The Sustainability and Key Account Intern will apply communication and outreach skills to maintain key account relationships and promote sustainability programs. This position is intended to expand knowledge of climate friendly programs and key account relationship building as they relate specifically to the electric utility industry.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Communicate professionally with customers regarding program availability.
2. Identify opportunities for customer participation within programs.
3. Help educate and promote efficiency and electrification programs through outreach.
4. Gather information from rebate applicants for processing as needed.
5. Process rebate applications.
6. Assist in commercial customer efficiency walkthroughs as necessary.
7. Assist in developing and organizing events and programs.
8. Assist with records retention, including scanning, and organizing documents.
9. Assist with writing program procedures and guidelines.
10. Establish and maintain effective relationships and use good judgment, initiative, and resourcefulness when dealing with customers, employees, project contractors, and representatives of other governmental units, professional contacts, City administrators, elected officials, and the public.

11. Perform other duties as assigned.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of knowledge, skills, abilities and minimum qualifications necessary to perform the essential duties of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Enrolled in or has obtained, from an accredited college program, an associate or bachelor's degree in any field of study. Professional experience or trade school enrollment may be considered in lieu of a degree.
- Strong interest in sustainability-related topics.
- Valid vehicle operator's license.
- Ability to use office equipment such as telephone, calculator, photocopier, fax, and a personal computer.
- Experience in software applications including PowerPoint, Excel, Microsoft Word, and database usage.
- Attention to detail with strong organizational and analytical skills.
- Ability to effectively communicate orally and in writing, make presentations, interact, and communicate in a positive and professional manner with other employees, contractors, vendors, Board members, customers, and the public.
- Demonstrated ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changes in work priorities.
- In addition to the above-mentioned requirements, this position requires the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instruction; and be physically and mentally able to perform the essential duties of their position. Regular, consistent and predictable attendance is also required.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person, by telephone, and by email, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee regularly works indoors but must drive a motor vehicle between work sites. The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate but work inside customer facilities will at times be required. Customer work environments vary and generally are noisy and less clean than an office environment. The employee may work near moving mechanical equipment and have the potential threat of electric shock.

Employee Signature

Date

TCL&P HR

Date