



AMERICAN
SOLAR
ENERGY SOCIETY

American Solar Energy Society Internship Opportunities

The American Solar Energy Society is a 501c3 nonprofit with a mission is to inspire an era of energy innovation and speed the transition to a sustainable energy economy. Established in 1954, ASES is the nation's leading association of solar professionals and advocates. We are the US Section of the International Solar Energy Society (ISES). We have 45 local chapters nationwide, 9 student chapters and 10 divisions that serve as a clearinghouse for basic research across all renewable-energy and energy-efficiency technologies.

We are currently seeking student interns who are enthusiastic about renewable energy to join our team for the following positions. Interested candidates can email their resume to crixham@ases.org or info@ases.org.

All positions are 10-15 hours/week and are 6 month positions, unless noted otherwise.

-Social Media Advocate (2) - Reports to Director of Operations and Communications Director

- Social Media & Website Content feedback and maintenance
- Development of Digital Media Strategy
- Video editing/publishing for YouTube Channel
- LinkedIn, Facebook & Twitter Posts
- Launch Instagram Presence with National Solar Tour promotions.
- Manage a bi-weekly or monthly distribution of e-Newsletter targeted to connect solar energy industry and enthusiasts with cutting edge academic and industrial advances

-Emerging Professionals and Student Chapters Advocate - Reports to Executive Director

- Coordination with local and national student chapters to share resources and develop programs for students.
- Development of a Renewable Energy Career Network job board
- Communication with Penn State University to develop Emerging Professionals Program
- Development of best practices documentation
- Collaborating with the Green Program to offer overseas sustainability projects to young people
- Contributing to the management of MOUs and due diligence with ASES partners

-National Solar Tour Project Manager - (4 month position) Reports to Executive Director

- Assist in the development and strengthening of chapter relations
- Distributing Press Releases to news outlets
- Communications with Local Tour Organizers
- Organize local Boulder Solar Tour
- October media coverage
- Follow up with survey and analysis

-Solar@Work Editor (2) - Reports to Communications Director

- Manage a bi-weekly or monthly distribution of e-Newsletter targeted to connect solar energy industry and enthusiasts with cutting edge academic and industrial advances
- General Public Relations & Press Releases

-Development Manager and Membership Growth Analyst - Reports to Executive Director

- Fundraising Campaigns
- Matching Appeals
- Large Donors Maintenance
- Joint Appeals
- Events & Program Marketing Materials & Publicity Deals
- Support and management of strategic organizational development ensuring that the budget, staff, and priorities are in line with ASES's mission
- Develop Events & Program Marketing Materials
- Target List Creation/Development
- Develop Value Proposition of Membership
- Development of Digital Media Strategy

-Membership Assistant - Reports to Operations Manager and Membership Manager

- Database cleanup and record merges
- Mailings - monthly and special
- Email blasts
- Renewals and database support
- Minor edits on website
- Update constant contact lists as needed
- Donation Thank you letters
- Membership Renewal Matrix Report
- Renewals - email & hard copy Generation
- Annual "Come Back to ASES" & Year-End mailings