



AUBURN OFFICE
11521 Blocker Drive, Ste. 205
Auburn, CA 95603
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Student Position Available in Auburn or So. Lake Tahoe

Sustainable Initiatives Assistant

To be filled as soon as possible

- Duties and Responsibilities: Under direction, perform a variety of activities to support the Sierra Nevada Forest and Community Initiative (SNFCI), which may include:
- research and summarize issues, including biomass utilization, state and federal energy and forest policy, ecosystem services, etc.
 - assist in developing sustainable forestry and biomass utilization demonstration projects
 - assist in tracking progress of community-based forest collaboratives and compare and contrast differences
 - support coordinating and developing materials for the SNFCI Council and Working Groups
 - coordinate/participate in meetings: develop agendas, write meeting notes, circulate & post
 - assist in organizing SNFCI SharePoint site and webpage
 - coordinate with communications team to assist with developing outreach materials
 - work with GIS Team to develop maps/graphics for SNFCI
 - maintain outreach list, contact information, and calendar updates

- Preferred Majors: Seeking either Graduate or Undergraduate students in the following or related majors:
- Environmental and Public Policy Analysis & Planning
 - Environmental Studies, Natural Resources, Forestry, and/or Sustainability
 - Business, Finance and Economic Development

Preferred Qualifications: Proficient in Microsoft Office, SharePoint, and other similar software. Very good research, organizational and interpersonal skills. Proficient writing and speaking skills. Must be creative and able to collaborate with coworkers to provide a professional final product. Must be reliable, responsible with deadlines. The SNC is located in Auburn with a satellite office in So. Lake Tahoe. The assigned location of this student may be Auburn or South Lake Tahoe depending on the successful candidate's location. Some travel may be required within the Sierra Nevada region and the Sacramento area.

Hours Per Week: 15-30 -- Working hours are 8-5, M-F.

For further information
and **to apply:**

Go online to:
www.ueijobs.com – Posting #0102817

Contact:

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