



Internship Description: Summer Program Coordinator

Youth Energy Squad Program

Overview: EcoWorks is a Detroit non-profit that has worked at the intersection of social justice and sustainability since 1981. This position requires 1-2 highly competent, agile coordinators with a passion for youth development and sustainability to be part of our Youth Energy Squad team.

About Us: The Summer Program Coordinator will temporarily join the leadership team of the Youth Energy Squad, a program of EcoWorks. EcoWorks has served the Southeast Michigan Community since 1981 primarily through:

- Energy conservation programs that range from serving low-moderate income households and community organizations to businesses and local governments. We have generated savings of more than \$30 million for clients in our service area, and have helped secure over \$5 million for local governments to invest in sustainability projects.
- We created and operate the nationally renowned Reclaim Detroit program, which puts Detroiters to work in green jobs by taking apart, piece by piece, blighted abandoned homes as an alternative to traditional demolition, so that the high quality lumber, architectural details, and other materials can be reused.
- We are a co-founder of the City of Detroit's Green Task Force, were one of the inaugural Green Leaders named by the Detroit Free Press in 2010, a finalist for Crain's Business Best Managed Nonprofit for 2011, and selected as a Bank of America Neighborhood Builder in 2013.

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building energy solutions

313.894.1030
ecoworksdetroit.org

4835 Michigan Avenue
Detroit, MI 48210

Youth Energy Squad: As a program of EcoWorks we empower youth to make their communities more sustainable and become leaders in Michigan's green economy. From 2012-2017, the YES team facilitated the participation of 60 Detroit Public Schools Community District in the DPSCD Go Green Challenge - completing over 2,000 projects and saving their schools over \$2 million in electricity and gas costs. Students play a critical role in this work by leading energy-saving school patrols and home visits, creating recycling campaigns, improving school gardens, and other projects. YES students regularly present their work at conferences and have even met with President Obama to advocate for youth green jobs and won the prestigious Governor's Service Award. Learn more at www.youthenergysquad.org.

Position Detail: As Summer Coordinator of the program, you will be responsible for the day-to-day operational success of the program. You will be the "go-to" for the administrative and operational needs of our amazing summer team, which will include up to 16 AmeriCorps Green School Coordinators and up to 50 AmeriCorps Crew Members. Reporting directly to the Program Manager, the Summer Program Coordinators will:

- Assist the Program Manager and Directors in securing student Crew Members for the Youth Energy Squad summer program.



- Assist the Program Manager in managing the day to day operations of our team of 16 - AmeriCorps Green School Coordinators and 50 summer AmeriCorps crew members
- Assist in the coordination and facilitation of training and orientation for AmeriCorps Crew Members
- Work with AmeriCorps members to help them meet priorities, schedules, and strategies for working with students and partners.
- Serve as roving track support in the case of team absences.
- Maintain and seek continuous improvements in the YES work environment which is positive, supportive, and meets high expectations.
- Maintain and seek continuous improvement in YES systems – metrics gathering, reporting, operations, communication, and IT systems
- Rigorously gather and track metrics and impacts for communication to funders and stakeholders
- Work closely with and support our Program Director and Program Manager in area such as compliance with government funding, grant/contract requests and reporting, especially in terms of managing AmeriCorps Crew Member files and closeout tasks

Desired Qualifications:

- Commitment and passion for EcoWorks' mission, values, and work
- Experience practicing our organizational values of integrity, collaboration, excellence, vision, sustainability, and justice
- Prior experience demonstrating teamwork and leadership
- Demonstrated ability to effectively manage time, balance multiple competing priorities at once, and remain flexible and positive while navigating challenges
- Highly organized and flexible in a dynamic environment

Benefits: This is a temporary internship position without benefits. It is accompanied by a living stipend of \$2,500. The Summer Program Coordinators can expect to work 10-20 hours a week until the start of the Summer Program on June 26th and then 30 hours a week until a week after the program ends on August 11th.

How to Apply: We seek and welcome a diverse pool of applicants. To apply for this position, please send a cover letter and resume to Anna Balzer, anna@youthenergysquad.org with the subject line "YES SUMMER COORDINATOR APPLICATION".

Equal Opportunity Employment Policy: EcoWorks has a long-standing record of nondiscrimination because of race, color, religion, creed, national origin, ancestry, disability, weight, gender, sexual orientation or age. All EcoWorks policies, practices and procedures relating to training, development and promotion are administered equally and in accordance with all applicable laws. All employees, interns and volunteers are responsible for complying with these policies, procedures and laws. It is also EcoWorks' policy to give full and fair consideration to applications from disabled persons and to provide appropriate training, development and promotion prospects to persons with disabilities. EcoWorks will regularly monitor these procedures to ensure continued compliance with the Equal Employment Opportunity guidelines.

