



Title	Community Impact Intern
Reports to	Sr Director Community Impact
Department	Public Policy
Duration	May 19, 2025 – August 29, 2025
Classification	Part-Time
FLSA Status	Non-exempt, Hourly
Benefits	N/A
EEOC Job Category	Administrative Support Worker

Are you passionate about renewable energy and looking to make a positive impact in the solar industry? PosiGen, a leading provider of sustainable solar solutions, is excited to offer an internship position for motivated individuals eager to gain hands-on experience in solar energy. We are looking for an enthusiastic and motivated **Community Impact Intern** to support our team in planning, organizing, and executing community events. This internship will offer hands-on experience in event management, community outreach, and sales while contributing to the success of our community impact efforts. This internship offers a fantastic opportunity to receive broad industry exposure from a leading, mission-driven residential solar installer. The ideal candidate is passionate about event coordination, has strong organizational skills, and is eager to learn about the impact of community outreach.

Essential Responsibilities

- Assist in Community Event Planning & Coordination.
- Support the planning and coordination of community events, including info sessions, tabling opportunities, and volunteer activities.
- Help with logistics such as attending event committee meetings, materials preparation, and attendee communication.
- Perform outreach to community organizations and events.
- Help uplift relationships with community groups, local small businesses, and nonprofit partners.
- Represent PosiGen at local community lead generating events.
- Support event tracking results
- Other duties as assigned by leadership.

Requirements:

- Currently pursuing a Bachelor’s or Master’s degree or certification program related to marketing, policy, solar energy, or renewable energy.
- Strong interest in community engagement, event planning, and public relations.
- Strong communication and organizational skills.
- Ability to work both independently and collaboratively.

- Eagerness to learn and take on new challenges.
- Proficiency in computer systems, including Microsoft Office or Google Suite.

Why Intern with Us?

- Gain hands-on experience in a fast-growing and innovative industry
- Learn from experienced professionals in the solar energy field
- Contribute to meaningful projects that support clean energy solutions
- Opportunity to develop technical skills in renewable energy systems and project management
- Flexible working hours and a collaborative work environment
- Networking opportunities within the solar industry

Physical Demands

The physical requirements outlined are essential for performing the core duties of this role.

- Primary responsibilities involve regular speaking, listening, standing, walking, using hands to handle or feel objects, and reaching with arms.
- Occasionally, the role may require sitting, climbing, balancing, stooping, kneeling, crouching, or crawling. Employees must be able to frequently lift and move objects weighing up to 10 pounds and occasionally up to 40 pounds.
- Vision requirements include the ability to focus at close and long distances, distinguish colors, maintain peripheral awareness, perceive depth, and make precise focus adjustments.

EEO Statement

PosiGen is an Equal Opportunity / Affirmative Action employer committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability, protected veteran status or any other factor protected by applicable federal, state or local laws. Individuals who require reasonable accommodations under the Americans with Disabilities Act in order to participate in the search process should notify the Office of Human Resources at hr@posigen.com.

Employee Printed Name

Employee Signature

Date