



**Solar Household Energy, Inc.**

Solar Cooking for Human Development and Environmental Relief

## **Solar Household Energy Internships** **(Summer and Fall 2012)**

Solar Household Energy (SHE), a non-profit organization in the Washington, DC area that promotes solar cooking worldwide, is seeking unpaid interns to assist with our communications and program activities.

- 2 interns for 15-35 hours/week for Summer 2012
- 2 interns for 15-20 hours/ week for Fall 2012 semester.

Both upper- level undergraduates and graduate students are eligible for this internship. Specific tasks will be assigned according to skill level and individual expertise.

SHE promotes the health, economic and environmental benefits of solar cooking through public education, supporting research on solar cooking, and partnering with local organizations to add solar cooking to their programs. Interns will have an opportunity to participate in all of these programs of Solar Household Energy and learn about non-profit management and operations. They will also gain a thorough knowledge of the multiple policy issues surrounding solar cooking and its application around the world, as well as opportunities to develop contacts with government agencies, non-profit organizations, media outlets and international organizations in the fields of international development, public health, and environmental and energy policy.

### **Intern Activities include, but are not limited to:**

- Researching assigned topics related to solar cooking and preparing reports
- Writing solar cooking content for website, online opportunities and SHE publications
- Representing SHE at local meetings related to energy and cookstoves and reporting on outcomes
- Communicating with potential SHE partners and other solar cooking inquiries
- Assisting with local solar cooking demonstrations and SHE events
- Researching foundations and possible funding sources
- Researching and writing grant proposal documents and learning the process by which small NGOs receive and process grants
- Attending SHE staff meetings monthly
- Weekly meetings with SHE supervisor

### **Specific tasks that may be assigned, depending on skills of individual interns**

- Preparing professional poster and other materials on solar cooking
- Assistance in preparations for sponsoring motions for international meetings
- Management of specific SHE field and research projects
- Assistance with redesign of SHE website and development of mobile site
- Analysis of evaluation data from SHE solar cooking projects
- Developing and implementing marketing strategies for promoting solar cooking and SHE

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Since Solar Household Energy does not maintain a physical office in Washington, DC, the internship (or “extern”) will be conducted at multiple locations. Much of the work can be conducted independently, with supervision from a member of the SHE staff. Weekly meetings with supervisor will be expected, as will attending regular SHE staff meetings and other relevant events at various venues around the Washington, DC area.

**Ideal candidates will:**

- Demonstrate interest in solar cooking and desire to learn more
- Have specific knowledge and experience in at least one of the benefits of solar cooking in developing country contexts, such as: public health, economic development, refugee assistance, natural resource conservation, environmental policy, energy and climate change policy
- Excellent writing and editing skills in English
- Proficiency with online and interview research
- Be a self-starter and able to produce with minimal supervision
- Be creative, flexible and solution oriented
- Be reliable and attentive to deadlines

**Additional skills a benefit:**

- Spanish, French and other languages
- Graphic design and software
- Experience with social media for marketing
- Experience with developing mobile applications
- Basic statistical analysis methods and software
- Knowledge of or experience with international negotiations processes
- Creative marketing for non-profit organizations
- Photography and multi-media experience

**How to apply**

**To apply, please send a resumé and a cover letter explaining why you are interested in this internship and what particular skills or expertise you bring, along with a brief writing sample to: Dr. Dorothy Zbicz at: [intern@she-inc.org](mailto:intern@she-inc.org).**

Solar Household Energy is willing to assist the intern to obtain university credit for the internship, if required. If credit is sought, applications should be submitted by Aug 1 for Fall semester. Otherwise, applications are accepted on a rolling basis and dates are flexible.

[www.solarhouseholdenergy.org](http://www.solarhouseholdenergy.org)