



Associated Students

CAL POLY HUMBOLDT

**Associated Students of Cal Poly Humboldt
Job Announcement
This is not a state position**

Job Title: CCAT Co-Director Internship
Hours: Part-Time, up to 10 hours per week
Compensation: Unpaid Internship
FLSA Status: Non-Exempt
Supervisor: A.S Executive Director

CCAT Summary

The Campus Center for Appropriate Technology is student managed, student funded live-in demonstration home for appropriate technology. CCAT is part of a registered non-profit organization and home for three student co-directors who live in the house and manage the program for one-year periods. CCAT co-directors also manage the student employees that CCAT hires every semester. We are located on the Cal Poly Humboldt Campus in Arcata, California. Motivated by an ethic of “education by example,” CCAT offers tours, workshops, and opportunities for hands-on involvement to university students and the general public.

CCAT began in 1978 when a group of students, with the support of faculty and community members, renovated a dilapidated house on the university campus and initiated an experiment that continues today. CCAT works with fifteen Humboldt classes a year to incorporate new appropriate technologies into this living laboratory in sustainability. The impressive result of these students’ work: CCAT uses less than five percent of the energy consumed by the average U.S. house, produces almost no waste, and serves as a national model for appropriate technology. Just as important as what CCAT does, is how it is done. Three students live in the house and direct the program for one-year periods. Student employees keep operations going. Being directed, staffed, and funded by students makes CCAT a place where young adults become leaders; it nurtures creativity and hones professional and technical skills. CCAT helps to infuse Humboldt with a practical idealism and a desire to serve the global community.

Position Summary

The Campus Center for Appropriate Technology (CCAT) is excited to offer an internship/service learning opportunity this semester in the form of the Assistant Co-Director position. This is an unpaid position, and requires a flexible 5 - 10 hours per week coordinated with the Co-Director staff on an individual basis. Assistant Co-Directors will get a behind-the-scenes look at what it takes to manage a nonprofit organization with a reputation for creating effective and engaged leaders. Students will engage with appropriate technology, community activism, sustainable food systems, and nonprofit coordination on-campus. *Anyone interested in applying to become CCAT Co-Director is encouraged to apply for the Assistant Co-Director position!*

Core Functions

- Attending regular all-employee and branch-specific meetings
- Helping to set-up and take-down events going on at CCAT
- Getting the word out about various CCAT related things
- Maintaining the CCAT space and insuring that it is welcoming to visitors.
- Use CCAT property responsibly and return property where it was found.
- Treat all visitors, volunteers, and employees with equity and respect
- Must learn and remain updated on CCAT programs and events.

- Assist with CCAT outreach efforts (flyering, chalking, classroom announcements)
- Complete tasks as assigned by the CCAT co-directors in a safe and timely manner.
- Communicate clearly and consistently with CCAT co-directors and CCAT staff

Duties and Responsibilities

- Attend trainings with each Co-Director to learn what we do across the internal, external, and physical site branches of the Campus Center for Appropriate Technology
- Communicate with campus and community members/organizations on behalf of CCAT, both on-site and at tabling events
- Take minutes at one Co-Director meeting per week
- Attend CCAT all-staff employee meetings and take minutes
- Help Co-Directors survey students about CCAT and brainstorm events, outreach, and community organizing
- Meet regularly with 3 Co-Directors beyond trainings to gain a holistic understanding of appropriate technology, CCAT's history, and living lightly on the Earth

Work Environment, Hours and Physical Demands

- This job operates in an office environment and routinely uses standard office equipment.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry up to 40 pounds.

Preferred Education and Experience

- Must be a currently matriculated CPH student.

APPLICATION PROCEDURE

Qualified applicants should submit the following items via email to ccat@humboldt.edu

1. Cover letter
2. Résumé
3. Three professional reference contacts