



Associated Students

CAL POLY HUMBOLDT

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

Job Title: CCAT Project Manager Intern
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 Project Manager Internship. This is an unpaid position requiring a flexible 5-10 hours per week. Interns 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. The Project Manager Intern will aid Co-Directors and the CCAT Project Manager in effective recordkeeping, project oversight, and grounds work, and has the potential to execute their own project at CCAT pertaining to their interests in appropriate technology.

Core Functions

- Attending regular all-employee and branch-specific meetings, in order to stay engaged and updated on CCAT projects, programs, and events
- Help set-up and take-down events at CCAT, such as Volunteer Fridays or seasonal events
- Maintaining the CCAT space and insuring that it is welcoming to visitors, including the classroom and resource reclamation station
- Use CCAT property responsibly and return property where it was found
- Communicate clearly and consistently with CCAT Co-Directors and CCAT staff
- Complete tasks as assigned by the CCAT Co-Directors in a safe and timely manner

- Assist with CCAT outreach efforts (tabling, flyering, chalking, classroom announcements)
- Treat all visitors, volunteers, and employees with equity and respect

Duties and Responsibilities

- Assist Co-Directors and Project Manager with project design and implementation on-site at the Campus Center for Appropriate Technology
- Integrating CCAT Projects into classroom curriculum and student learning outcomes
- Communicate with campus and community members/organizations on behalf of CCAT at tabling events, outreach, and other opportunities
- Attend employee meetings and synthesize meeting notes and collaborate on projects ideas, brainstorm, and other project-associated tasks
- Help synthesize a weekly list of physical site tasks alongside the physical site staff of CCAT in order to get projects and maintenance done in a timely manner. Ensure tasks are completed and help formulate goals to ensure things are done safely, efficiently, and effectively while constantly considering the scope of appropriate technology
- Help CCAT staff update Apropedia project pages and other project-related digital and physical information.

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