



Associated Students

CAL POLY HUMBOLDT

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

Job Title: CCAT Publicist 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

CCAT is always working on putting on great events to teach people about sustainability. The publicist intern keeps the campus and community in the loop about all the fun events and opportunities, and helps create and design CCAT publications. This is a great opportunity to get involved with one of the longest standing sustainability focused organizations on campus. This is an unpaid position requiring 5 - 10 hours per week.

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

- Seek engaging and creative outreach methods
- Work closely and communicate frequently with the External Co-Director to disseminate information and to help execute successful events.
- Design, print, and post flyers and pamphlets around campus and town.
- Take pictures at CCAT events for social media, and CCAT website
- Assist Co-Directors in writing annual reports
- Collaborate the Environmental Studies 123 classes, HSU Community Garden, and the other branches to culminate updates/resources for the bi-weekly CCAT newsletter and AT Transfer magazine.

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