



**Paid Internship Position with Clean Fuels Ohio**

**Title:** Business Development Program Assistant

**Application Deadline:** July 30<sup>th</sup>, 2021

(Candidates will be considered as they apply.)

***Overview:***

Clean Fuels Ohio is looking for a driven, strategic-minded individual to serve as the Business Development Program Assistant. The individual will support Director of Business Development and Communications as well as the Events and Communications Coordinator assisting in research, reporting, and outreach and the day-to-day activities of both supervisors.

***About Clean Fuels Ohio:***

Clean Fuels Ohio is a statewide nonprofit organization based in Columbus, Ohio. Our mission is to improve air quality and health, reduce environmental pollution, and strengthen Ohio's economy by increasing the use of cleaner, domestic fuels, and energy-saving vehicles.

***Qualifications:***

High school degree (or equivalent) and some college required. Must have excellent written and verbal communication skills and well-developed organizational abilities. Applicants must be able to learn new programs/processes quickly, demonstrate efficient and effective research skills, and flexibility.

Experience related to transportation energy, environmental sustainability, and non-profit programming is preferred but not necessary. Experience in the following programs preferred but not required: Canva, Salesforce, Wordpress, Sprout Social, Monday.com. **An interest in our organizational mission and a desire to be an effective member of our team is required.**

**Job Responsibilities Include:**

***Business Development:***

- Complete research projects for internal and external use
- Compile various reports used in outreach and business development
- Prepare and participate in presentations to staff
- Participate in stakeholder calls and meetings
- Upkeep of internal databases
- Salesforce (and other programs) training and input
- Oversight of member news alerts
- Complete misc. tasks on an as needed basis

***Events and Communications:***

- Assist Event and Communications Coordinator with monthly newsletter
- Ensure the Clean Fuels Ohio website is maintained and updated
- Participate and contribute to the event planning, execution and follow-up process
- Write and assist in developing press releases and newsletter articles
- Design and support the development of publications and marketing materials
- Create and schedule posts through Sprout Social
- Assist in influencer relationships
- Compilation and analysis of various metrics for reporting projects

**Internship Period:** August 2021-August 2022 (timing is negotiable)

**Hours Required:** 20-40/week

**Location:** 3240 W. Henderson Rd., Ste A, Columbus, OH 43220

**Salary:** Undergraduate: \$12/hr , Graduate: \$15/hr

**To Apply:** Send cover letter and resume by email to Rachel Ellenberger: [rachel@cleanfuelsohio.org](mailto:rachel@cleanfuelsohio.org) with the subject line "Business Development Program Assistant."