



1606 Las Plumas Avenue, San Jose, CA 95133
(408) 273-9224 | www.prospectsv.org

General Intern *unpaid*

Email info@prospectsv.org with your resume. Submissions due September 15, 2017.

About this Job

Prospect Silicon Valley (www.prospectsv.org) is looking for a General Intern to assist with a variety of task and assignments. As part of a nonprofit cleantech incubator, you will learn how we operate in the fields of mobility, energy and the built environment while filling a key support role for our organization.

We're looking for someone who is:

- Well organized
- Competent with both Microsoft Word/Excel and Google Docs/Sheets
- Willing to take on any project, sometimes with limited direction
- A capable writer and proof-reader
- Detail oriented
- Interested in cleantech, entrepreneurship, advanced mobility, buildings, or energy (optional, but preferred)

Types of tasks include:

- Market research on Bay Area organizations including: transportation and water authorities, municipal utilities
- Researching potential sponsors in the mobility, energy, and built environment sectors
- Strategizing to engage the companies to become sponsors
- Research for case studies in the mobility, energy, and built environment sectors
- Assisting with event promotion and strategy for webinars, local Meetups, etc.
- Writing and proofreading copy for our website(s)
- General event support, as needed

We expect the internship to be 8-10 hours per week. The duration of the entire internship can be determined by your schedule and needs. In exchange, you will be able to attend events, learn about our network in the cleantech industry, and be connected with our unique set of clients and partners in tech, government, business and the nonprofit world.

About Prospect Silicon Valley

ProspectSV is a nonprofit urbantech innovation hub focused on solutions for sustainable, smart cities. We bring government, corporations and academia together with startups, product teams and expert staff to accelerate innovations in transportation, energy and the built environment. ProspectSV provides a full spectrum of commercialization support including market and technical insight, connections to partners and investors, pilot opportunities as well as access to a \$12 million, 23,000 sq. ft. Technology Demonstration Center with working and industrial space, lab facilities and specialized equipment. In partnership with state and local governments, ProspectSV demonstrates and scales leading edge solutions, resulting in the avoidance of nearly 150 million lbs. of CO2 in the coming decade. With projects in over 50 cities, leveraging over \$145 million in funding and financing, and with more than 25 corporate sponsors, ProspectSV is the only organization with the ability to both prove and apply solutions for next generation cities.