**Position Title:** Salt Lake Project Team – Student Intern

**Base Location:** Salt Lake City, UT

**Classification:** Intern

**Compensation Range:** $13-15

**Overview of CE:**

Creative Energies is a community of adventurous solar craftspeople who care deeply about the work we do and our impact on the environment. We are engaged in our communities, live outdoor lifestyles, and strive for a healthy life-work balance. Creative Energies is devoted to the mountain regions in which we work, live, and play. We take pride in the work we do and are driven to continually learn and improve. Our people are our most important asset. We hire and choose our co-workers carefully. We continually strive to do our best work, serve our customers well, and have some fun while doing it.

**Details of Position:**

* Flexible work schedule, approximately 10-15 hours per week
* Ability to work remotely

**Duties and Responsibilities:**

**Project Administration (100% of Time):**

1. Prepare project permits
2. Assist with net metering applications
3. Submit structural engineering
4. Prepare customer tax paperwork
5. Organize and update CRM tracking
6. Work with the Salt Lake Project Manager on administrative tasks

**Qualifications:**

* 18 years of age or older, current student.
* Strong organizational skills. Ability to work as part of a team.
* Ideal candidates will have a background in Environmental Studies/Administration.
* MacBook laptop preferred.
* Must have valid drivers license.

**Reports to/Supervises:**

The Project Team Student Intern is supervised by and reports to the SLC Project Manager regarding schedule, and logistics.

**Send resume to** **caitie.reichel@cesolar.com** **if interested in applying.**