



Klamath River Renewal Corporation
Part-Time Intern
15 hours/week from September 1 to December 15, 2019
Berkeley, CA

About the Corporation

The Klamath River Renewal Corporation, or KRRC, is a private, independent nonprofit 501(c)(3) organization formed by signatories of the amended Klamath Hydroelectric Settlement Agreement, or KHSA. KRRC is part of a cooperative effort to re-establish the natural vitality of the Klamath River so that it can support all communities in the basin. Signatories of the amended KHSA, including the States of California and Oregon, local governments, Tribal nations, dam owner PacifiCorp, irrigators, and several conservation and fishing groups, appointed KRRC to take ownership and oversee removal of four hydroelectric dams on the river. KRRC's work is funded by PacifiCorp customer surcharges and California Proposition 1 water bond funds.

KRRC's job is to take ownership of four PacifiCorp dams in Oregon and California — JC Boyle, Copco, No. 1 & 2, and Iron Gate — and then remove these dams, restore formerly inundated lands, and implement required mitigation measures in compliance with all applicable federal, state, and local regulations. PacifiCorp will continue to operate the dams in the interim. Removal of the four hydroelectric dams is the first crucial step to restore the health of the Klamath River and the communities that depend upon it. KRRC's sole focus is to accomplish this first step.

Overseen by a 15-member Board of Directors and its five-person Executive Committee, KRRC has initiated the processes that will lead to the decommissioning and removal of the dams. Major construction activities are anticipated to start as early as 2020. For more information, please visit: www.klamathrenewal.org.

Intern

KRRC seeks a responsible and energetic person to provide crucial administrative support to assist with the day-to-day operations of the Corporation. The intern will be responsible for managing schedules and travel arrangements, supporting logistical planning, and providing administrative support to staff and the Corporation. The successful candidate will have excellent organizational skills, be able to take direction, and to work effectively and efficiently with minimal supervision. Acting as a key member of a small, dynamic organization, s/he will work in a fast-paced environment requiring detail-oriented work, independence, and professionalism. This is an excellent opportunity for an individual looking for exposure to high-impact environmental work. This position will report to the CFO/COO.

Primary Duties and Responsibilities

The intern will perform the following and other duties as assigned:

- Support the CEO, CFO/COO, and other staff with scheduling and coordinating conference calls, meetings, and workshops.
- Assist with coordinating logistics for meetings, including arranging travel and catering, and acting as the point of contact for logistics and accommodations questions.
- Assist with assembling meeting materials, including reviewing and compiling materials and supporting printing and distribution.
- Support production and ensure quality control of outgoing work products, including editing and formatting of materials.
- Track and review news articles, regulatory proceedings, blog posts, and social media for distribution.
- Read and route incoming correspondence (calls, emails, etc.) and requests.
- Coordinate technical and IT support to staff, as requested.
- Provide additional administrative support for the day-to-day operations of the Corporation, as requested.
- Conduct discrete program-oriented research or coordination tasks, as requested.

Desired Experience and Qualifications

The successful candidate will have the following minimum qualifications:

- Pursuing a Bachelor's or Associate's degree or recently received a degree, with a focus on environmental policy, environmental science, or social justice preferred.
- Experience as an Administrative Assistant or in an office support role strongly preferred.
- Strong attention to detail and organizational skills.
- Proven ability to work effectively and efficiently with minimal supervision; ability to work under pressure, prioritize, and multi-task.
- Excellent personal and interpersonal communication skills.
- Very strong writing skills.

Location and Position Duration

The position will be based in Berkeley, CA. The position will be for ~15 hours a week from September 1 to December 15, 2019.

To Apply

To be considered for this position, interested candidates must submit a resume and cover letter to info@klamathrenewal.org

KRRC is an Equal Opportunity Employer.