



INTERNSHIP AVAILABLE



City Green Solutions has the following internship position available. This position has been funded by the Government of Canada's Economic Action Plan and is open youth aged 15-30 who meet the following eligibility criteria:

- Unemployed
- A Canadian citizen, permanent resident or a person to whom refugee protection has been granted under the Immigration and Refugee Protection Act
- Legally entitled to work in Canada
- Legally entitled to work in your province or territory
- Willing to complete a police records check

Where applicable, you may also need:

- A parent or guardian's signed consent to participate

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| POSITION TITLE: | ecoENERGY Client Services Representative | | |
| ORGANIZATION: | City Green Solutions | | |
| HOURS PER WEEK: | 37.5 | HOURLY RATE: | \$14 |
| LENGTH OF INTERNSHIP: | 4 months | WORK SCHEDULE: | Monday to Friday 9 - 5 |
| SUPERVISOR : | ecoENERGY Program Manager | | |
| RESPONSIBILITIES: | <ul style="list-style-type: none"> • Provide phone sales support for City Green services and programs. • Respond to client requests for information on home energy efficiency. • Work within client and file management data bases. • Provide office management support. • Provide administrative support to other City Green staff and energy advisors as required. | | |
| REQUIREMENTS/ QUALIFICATIONS: | <ul style="list-style-type: none"> • Personal and professional fit with City Green's vision and mission • Outstanding phone and people skills with an aptitude for sales of environmental services • Self-directed, motivated with ability to multi task; able to work in dynamic and fast paced environment • Knowledge of building construction, building science and/or energy efficiency applications an asset • Excellent computer skills (database, MS Office suite or equivalent) required • Phone service or sales experience • Previous experience with Customer Relationship Management (CRM) software an asset • Currently enrolled in a diploma/degree program in a relevant field or combination of relevant experience an asset • Writing and editing skills an asset • Additional oral/written language skills a strong asset (for example, Mandarin, Cantonese, Punjabi, Tagalog or Spanish) | | |
| START DATE: | ASAP | | |
| TO APPLY: | To apply please fill out the online intern application: www.yeip.ca <ul style="list-style-type: none"> • Note: in the "Please tell us why you want to participate in this program." | | |

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| | section you <u>MUST</u> include the following: I am applying for the YMCA's Youth Eco Internship "ecoENERGY Client Services" position, hosted by City Green Solutions. |
| For further information: | Camilo Cortes BC Regional Facilitator Youth Eco Internship Program camilo.cortes@vanymca.org (604) 685 – 8066 toll free 1 888 298 - 3947 |