



SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY

Utility Intern Job Description:

Job Type: Paid Internship

Compensation: \$25 per hour

Duration: Part time / 5 months

Department: Project Development, Asset Management, and Finance

Location: SCPPA Glendora 1160 Nicole Ct. Glendora, CA 91740

Overview

The Southern California Public Power Authority (SCPPA) is offering a paid internship opportunity for an aspiring individual to help and support the Project Development, Asset Management and/or Finance department in various tasks and projects.

Responsibilities:

- Support and Learn SCPPA Processes: learn and support SCPPA processes related to procurement, contract development, budgeting, reporting, dispute resolution, and contract and task order management.
- Project Assistance: Provide support on various projects, gaining exposure to a wide range of issues.
- Routine Task Support: Assist with routine tasks as directed by the supervisor, gaining hands-on experience.
- Adherence to Procedures: Follow established work methods and procedures to complete assignments under guidance.
- Ensure Accuracy: Ensure accuracy in all tasks performed, receiving close review and constructive feedback from the supervisor.
- Support Ongoing Projects: Assist with ongoing projects and assignments, learning to work with some degree of independence.
- Perform other related tasks as assigned.

Desirable skills:

- Strong attention to details
- Excellent organizational skills
- Excellent oral and written communication skills
- Analytical skills
- Knowledge of Microsoft Office Products, including Word, Excel and PowerPoint
- Time management skills
- Ability to prioritize
- Ability to work independently and in groups



SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY

Supervision and Feedback:

- Work will be closely reviewed by the supervisor for accuracy.
- The supervisor will provide frequent feedback on performance and review any errors identified with the incumbent.
- Assignments and objectives will be set by the supervisor.

Education, Training and Experience:

Currently enrolled in a college or university, or a recent graduate.

Application Process:

To apply for the Administrative Intern position, please submit your resume via email detailing the role and department on the subject line. Please submit it to sortiz@scppa.org.

This internship is funded by grant funds from the State of California to serve underrepresented populations in the energy sector. Please complete the survey below to help us continue to offer this and future internship opportunities. The data collected is not shared outside of our grant requirements. It is used for statistical purposes only.

[SCPPA Participant Data Sheet](#)

About SCPPA:

Southern California Public Power Authority (SCPPA) is a Joint Powers Authority, created in 1980, for the purpose of providing joint planning, financing, construction, and operation of transmission and generation projects.

Comprised of eleven municipal utilities and one irrigation district, SCPPA's Members serve more than 5 million Californians (2 million customers) across a service area of 9,000 square miles. SCPPA's Members supply 16% of California's power.