

RESOURCE CATALYSTS

Air Quality | Energy Projects | Environmental Communications

MEMORANDUM

Year 2004 / 2005

TO: Prospective Intern

FROM: Shirley F. Rivera

SUBJECT: YEAR 2004 / 2005 INTERNSHIP

Position: Intern
YEAR 2004/2005 – Engineering, Business, Science, Environmental

Resource Catalysts (R\CAT), a California Corporation based in San Diego, is an environmental and energy consulting organization. R\CAT's three primary practice areas are air quality, energy projects, and environmental communications. To serve these practice areas, we specialize in regulatory strategy, project feasibility evaluations, and permitting and compliance management. Current clients include power generation companies, environmental consulting firms, energy technology developers, power project developers, and power equipment vendors and manufacturers.

The selected Intern will gain direct experience in at least two of four areas – project management, project execution, business operations, and business development and marketing – to support the on-going success of R\CAT's business. Additionally, the Intern will be provided professional development opportunities, including networking with a variety of professionals and attending professional organization meetings.

Location: San Diego, California, and Option for Remote Work Location

Duration: Minimum of 6 weeks (with option for multiple months, as negotiated)

Hours: Variable (weekly): 10 to 24 hours; additional hours negotiable.

Honorarium: To cover expenses for any travel, supplies and lunches.

QUALIFICATIONS

- Currently pursuing BS/BA in engineering, science, environmental, business or related field of interest.
 - Experience working with the public.
 - Highly effective communication skills – written, verbal. Negotiation skills a plus. Up to three writing samples should be submitted for review.
 - High level of self-motivation and enthusiasm; demonstrated organization skills; capable of prioritizing; particular about attention to details.
 - Computer skills – PC or Mac environment using MS Word, Excel, and PowerPoint. MS Access a plus.
 - Access to computer with internet access for the conduct of work outside of office setting.
 - Comfortable with general engineering calculations and review of technical information.
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AREAS OF RESPONSIBILITY - The Intern will be required to support at least two of four areas that are critical to the on-going success of R|CAT's business. These four areas are project management, project execution, business operations, and business development and marketing. Specific activities will be determined on an as-needed/as available basis and deliverables established in a task activity format. Each are described below.

- **Project Management** – R|CAT maintains multiple project efforts. Experience will be gained in select basic elements of project management – scope objective development, task identification, schedule development, team and client interaction, project team coordination, and project activity maintenance. Intern will be responsible for at least one project to manage, with the guidance and support of R|CAT team members. Opportunities will be available to serve as task manager for select projects, as available.
- **Project Execution** – Experience will be gained in the conduct of project efforts currently contracted to R|CAT. Projects that the Intern may be involved include power generation siting activities, regulatory interpretation support, compliance management support, research/data compilation, and technical editor support. Intern will have the opportunity to learn basic air quality and environmental regulatory and compliance topics.
- **Business Operations** – Because R|CAT is an entrepreneurial venture, experience will be gained in various activities core to the operations of the consulting practice. This includes exposure to and support of (as directed) invoicing/billing practices, client and subcontractor management, recordkeeping efforts for accounting and tax documentation, assistance in bookkeeping, and general office administration.
- **Business Development and Marketing** – Because R|CAT is an entrepreneurial venture, experience will be gained in direct support of efforts to increase R|CAT's revenue stream through continued work with existing clients and acquisition of new clients. Intern may be involved in networking opportunities, assistance in preparation of presentation material, web site content development, other collateral material development, web research and compilation of prospective target market sector information and target market clients, research and summary memos of prospect opportunities, and tracking of business development and marketing efforts.

SELECTION OF TWO OF FOUR AREAS: The prospective candidate shall prioritize the areas (e.g., 1st, 2nd, etc.) of his/her interest and provide the following written summary:

- (a) description of applicable skill set and experience demonstrating capabilities to engage in the areas selected, and
- (b) specific objective(s) and intent for engaging in the areas selected (e.g., *“What's in it for Intern?”*)

INTERESTED CANDIDATES: Please submit a resume (no more than 2 pages, writing sample(s) and written summary of selection of areas of responsibility to:

ATTN: Shirley F. Rivera
SUBMIT: FAX at (619) 497-0793 and/or e-mail at sfr@r-cat.com
SUBJECT: INTERN POSITION

Thank you for your interest and consideration of Resource Catalysts as part of your professional development.
