COMPETITION ASSISTANT- ORANGE COUNTY SUSTAINABILITY DECATHLON
JOB ANNOUNCEMENT

TITLE Competition Assistant- Orange County Sustainability Decathlon
FLSA STATUS Non-Exempt
PAY CLASS Part-Time, Temporary Assignment (August – October 2023)
REPORTS TO Event Director
LOCATION Remote/Hybrid/Costa Mesa, CA

Who is Charitable Ventures? What is the Orange County Sustainability Decathlon?

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

Funded by the State of California, OCSD is an exciting new competition that motivates and empowers California’s best and brightest to lead the state’s transition to 100% renewable energy. The leadership team is looking for an all-star to join their efforts and be mentored in the development of their future career. For additional information visit: https://ocsd23.com/

Job Summary/ Duties and Responsibilities

This part-time position is ideal for a current or recent Engineering college student who has a passion for or interest in sustainability in the built environment and who is looking to grow in their professional development. The Competition Assistant will assist the Competition Director with competition management tasks related to this inaugural event at the OC Fair & Event Center in Costa Mesa, California.

DUTIES AND RESPONSIBILITIES

• Deeply understand the governing OCSD Rules document
• Complete assigned tests, verifications, and inspections related to the four performance-based contests, document results and observations, and meet with the Competition Director on a regular basis to discuss results, observations, and next steps
• Support the administration of the six juried contests, as needed
• Assist the Competition Director with official rulings, scoring, and protest resolution
• Provide construction safety oversight of the teams’ activities
• Help coordinate construction vehicle movement around the site
• Assist with tasks related to village infrastructure (power, water, network, etc.)
• Coordinate resource sharing activities among the teams
• Support and attend daily “all-hands” meetings other onsite events
• Conduct specific Rules inspections and provide general Rules compliance oversight
• Cover for the Competition Director for short periods of time
• Provide general assistance to the Competition Director and other OCSD officers, as needed

What are the desired qualifications?

Education:

• College degree or substantial progress toward a college degree in Engineering or another building-related field required.

Qualifications and Requirements:

• Organized and detail-oriented
• Clear communicator
• Proficiency with computers and mobile devices, including MS Office suite (Word, Excel, Teams)
• Must have reliable transportation
• Ability to work both remotely and in-person, as needed
• Ability to work in-person during the event’s assembly, public exhibit, and disassembly periods at the OC Fair & Event Center from mid-September to late-October, 2023
• Physical ability to crawl under the houses and navigate through tight spaces in the houses
• Completion of an OSHA 10-Hour Construction Safety training course by 9/15/2023; completion of supplemental OSHA courses in areas such as fall protection and electrical log-out/tag-out may be required
• Knowledge of residential HVAC systems is preferred
• Some building construction experience is preferred
• Ability to work 20-29 hours per week. This position may require overtime.

Compensation  Commensurate with experience, education, and market ($25 - $35 per hour)
Applications: Please send cover letter and resume to kristinalamb@ocsd23.com

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities’ assets and potential.