Green Building Policy Intern

Wages: Volunteer, with opportunity to gain course credit

Hours Per Week: 20

Expected Dates of Employment: May 20, 2019 – August 23, 2019, with possibility for extension

NATURE OF WORK

Contribute toward the successful implementation and management of a green building policy designed to help the City of Orlando reach its energy, water, and climate goals.

Assist the Energy Policy Coordinator and Sustainability Project Manager in providing compliance support for a policy focused on reducing energy and water use in and carbon emissions from buildings. Work with Excel, EPA’s ENERGY STAR Portfolio Manager, and other platforms to obtain and analyze building performance indicators. Manage ongoing updates to building records and compliance status tracking. Aide in the creation and mailing of policy notification documents.

Work with Energy Policy Coordinator and Sustainability Project Manager to develop educational materials (flyers, fact sheets, articles, reports, case studies, web pages, and presentations), technical resources and toolkits, and coordinate workshops and training sessions. Other duties as assigned.

Potential skills to be gained from this position include the following:
- First-hand experience working with sustainability policy in action
- Increased knowledge and understanding regarding green building, energy, and water policies and programs
- Opportunity to work as part of a team of sustainability professionals in local government

MINIMUM REQUIREMENTS:

Undergraduate degree (or in pursuit, with at least 60 semester hours completed), in Communications, Marketing, Environmental Science, Public Admin., Sustainability, Social Sciences, Engineering, or a related field. Excellent oral and written communication skills. Comfort with regular email correspondence and occasional phone support as needed. Proficiency of basic computer and web applications (e.g., Microsoft Office, Outlook, etc) required.

Ideal candidate is highly-motivated, team-oriented, and reliable, with excellent attention to detail and critical thinking abilities, and good time management skills. Experience with statistical methods and data analysis or building energy management a plus.

Valid Florida driver’s license is required and a background check will be conducted prior to hire.