



City of Fayetteville Energy Efficiency & Conservation Internship Description (2)

Introduction

[Sustainable Sandhills](#) (SS) is a nonprofit organization founded in 2003. With offices in Fayetteville, NC, SS promotes sustainable development practices in the eight county Sandhills region surrounding Fort Bragg. SS was awarded a Student Energy Internship Program (SEIP) grant in July 2010 to create **eight full-time 42 week-long internships** with partners at the [City of Fayetteville](#) (COF) and the [Cumberland County Schools](#) (CCS). The two internship opportunities described below are two of those eight internships.

This program aims to place Interns in positions where they can learn and practice a set of skills to reduce energy use. Interns will work under the supervision of qualified staff at each Partner organization. The Partners have also agreed to form a Management Team that will meet regularly with the group of interns so that all participants can learn from each other's experiences.

Eligibility

Candidates for this internship must be recent graduates (within the preceding three years) of an accredited institution of higher education in NC or a NC community college under the jurisdiction of the State Board of Community Colleges. "Accreditation," for purposes of this program, means an educational institution that is accredited by one of the six regional accrediting bodies recognized by the federal Department of Education.

Qualifications

An Associate's or Bachelor's degree in engineering, environmental management/science, sustainability management, business, education, or a related field.

Skills

- Strong work ethic and initiative
- Ability to work well in a team environment
- Strong written and verbal communication skills
- Strong math and science skills
- Ability to provide excellent customer service
- Strong priority setting skills
- Embraces experiences as learning opportunities
- Experience with typical Microsoft office software (Excel, Word, PowerPoint)
- Demonstrated ability to build positive working relationships with a diverse customer base
- Ability to analyze data and make recommendations related to the mission
- Familiarity with EPA's [Portfolio Manager](#) and [SS Green Business Program](#) is preferred.

Responsibilities

The **Energy Efficiency & Conservation Interns** will work with City of Fayetteville employees to obtain, monitor and analyze data in local government buildings. Based on the data collected, the Interns will recommend energy and water savings strategies for each building. The Interns will utilize monitoring equipment to determine best practices for reducing utility costs. The Interns will participate in Energy Efficiency and Conservation training sessions for City staff.

For the purposes of this proposal, the **energy-related deliverables** for the Energy Efficiency & Conservation Interns include:

- For each COF building assigned, the Interns will complete a 12 month energy (and water) usage history and complete a [USEPA Energy Star Portfolio Manager Benchmarking Data Collection Sheet](#).
- For each COF building assigned, the Interns will complete an **Energy Efficiency and Conservation Plan** that set priorities for building improvements, maintains current monthly energy (and water) usage data in order to track and monitor energy consumption and carbon emissions, monitor progress, and verifies the impact of the improvements on energy savings and carbon emissions.
- For each COF building assigned, the Interns will create a six month solid waste disposal history (or estimate) and estimate the monthly solid waste diversion amounts based on the solid waste reduction measures adopted. The carbon emission reductions associated with these diversion estimates will be added to the carbon emission reductions from Energy Efficiency & Conservation projects.
- For each COF building assigned, the Interns will complete a **Transportation Assessment** for all employees and estimate the monthly reductions in vehicle miles traveled (VMT) due to carpooling, public transit, and bike/walk/tele-commuting measures adopted. The carbon emission reductions associated with these VMT reduction estimates will be to the carbon emission reductions from Energy Efficiency and Conservation projects.

The approximate 42 week schedule for the internship:

- Weeks 1-2: Orientation and training.
- Weeks 3-40: Work with City to assess as many buildings as possible. Note that a 2 week (unpaid) break in late December 2010 is not counted in the 42 week schedule.
- Weeks 41-42: Document energy conservation, renewable energy generation installation, and carbon emission reductions from internship activity in a Final Report.

Submissions

Submit resume and cover letter electronically to Jon Parsons, SS Executive Director at info@sustainablesandhills.org.

- Deadline for receipt of materials is 5:00pm, 9/3/2010.
- Initial interviews will be scheduled during the weeks of 8/30/2010 and 9/6/2010.
- The projected start date for the Internships is 10/11/2010. The Internships will conclude in mid-August 2011.