



Green School Internship Description (4)

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), the [Cumberland County Schools](#) (CCS), and four other host organizations to be determined after the grant award. **The internship opportunity described below is one of those four hosted by organizations still to be determined.**

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 business, engineering, planning, environmental management/science, education, communication, or another 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
- Familiarity with EPA's [Portfolio Manager](#) and [SS Green Business Program](#) is preferred.

Responsibilities

The **Green School Intern** will work with SS Staff and supervisors at other host organizations to recruit and certify businesses, institutions, schools and local government departments in the [SS Green Business Program](#) and the SS Green Schools Program. Certification requires that

a comprehensive checklist be completed and verified on site by the Intern. Items that must be completed on that checklist include energy and water use assessments, a solid waste assessment, and a transportation assessment.

For the purposes of this grant-funded internship program, the **energy-related deliverables** for the Green School Intern include:

- For each entity certified, the Intern will collect a 12 month energy (and water) usage history and complete a [USEPA Energy Star Portfolio Manager Benchmarking Data Collection Sheet](#).
- For each entity certified, the Intern will create a **USEPA Energy Star Portfolio Manager account** and confirm that each program participant is maintaining monthly energy (and water) usage data in order to track and monitor energy consumption and carbon emissions, set priorities for improvements, monitor progress, and verify the impact of the improvements on energy savings and carbon emissions.
- For each entity certified, the Intern will create a six month solid waste disposal 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 reduction calculated by **Portfolio Manager**.
- For each entity certified, the Intern 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 included in the carbon emission reduction calculated by **Portfolio Manager**.

The approximate 42 week schedule for the internship:

- Weeks 1-2: Orientation and training.
- Weeks 3-40: Work with host organizations to certify as many entities 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 Internship is 10/11/2010. The Internship will conclude in mid-August 2011.