



Cumberland County Schools Green Schools Internship

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 internship opportunities with partners in our region.

The 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.

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, communications, 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
- Some familiarity with EPA's [Portfolio Manager](#) is preferred.

Responsibilities

The **Cumberland County Schools (CCS) Green Schools Intern** will be responsible for the Green certification of CCS campuses. The Intern will work closely with participating schools to develop a sustainability action plan that meets the compulsory requirements of the CCS "**Go Green Initiative**" (GGI) program. The Intern will certify schools that meet the prescribed requirements associated with (1) Environmental Education, (2) Pollution Control, (3) Waste

Reduction and Recycling, (4) Water Conservation and Efficiency, and (5) Energy Conservation and Efficiency. The Intern will be responsible for providing training, developing newsletters, charting successes, developing incentives to encourage cooperation, and seeking grant-related opportunities for the schools.

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

- For each school engaged in the certification process, the Intern will review the 24 month energy and water usage history that is collected in [Utility Direct](#).
- For each school certified, the Intern will evaluate utility and water consumption, perform a building energy audit, set priorities for improvements and monitor progress, using Utility Direct to verify the impact of these improvements on energy savings and carbon emissions.
- The Intern will assist SS staff in completing reports for utility providers that document energy use reductions from baseline year 2009 at CCS facilities. These reports will be used as backup documentation by the utilities for Energy Efficiency Certificates.

The approximate 22 week (800 hour) schedule for the internship:

- Week 1: Orientation on the Internship Program and the CCS GGI.
- Weeks 2-5: Prepare for the 2011-12 implementation of the CCS GGI.
- Weeks 6-20: Lead the implementation of the CCS GGI.
- Weeks 21-22: Document energy use reductions and complete Final Report on internship activities.

Employment Details

- The Intern will be a full-time, hourly, temporary employee of Sustainable Sandhills.
- The term of employment will begin **July 25, 2011**, and will terminate when the Intern has exhausted the 800 hours allotted to this particular internship and host organization, but no later than December 31, 2011.
- Compensation is established at \$12.50/hour.
- The Intern will typically report to work at the Cumberland County Schools Operations Center, 810 Gillespie Street in Fayetteville, NC.
- The Intern's day-to-day supervisor will be Kathy Miller, CCS Director of Operations.
- The Intern's work schedule will comply with the Cumberland County Schools work schedule.
- There are no paid sick days, holidays or vacation days.
- There is no travel reimbursement for this position.
- There is no health insurance benefit for this position.

Submissions

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

- Submissions will be accepted until the position is filled.