



Harnett 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 **Harnett County Schools (HCS) Green Schools Intern** will be responsible for implementation of the **HCS Energy and Sustainability Plan** during the 2011-12 academic year. The Intern will work to establish and support Conservation Teams at each school. The Intern will be responsible for providing training, documenting results and successes, 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:

- The Intern will assist HCS staff in setting up a database to track utility use and compare to baseline usage in 2010-11 at HCS facilities.

The approximate 18 week (640 hour) schedule for the internship:

- Week 1: Orientation on the Internship Program and the HCS Energy and Sustainability Plan (ESP).
- Weeks 2-4: Prepare for the 2011-12 implementation of the HCS ESP.
- Weeks 5-17: Lead the implementation of the HCS ESP.
- Week 18: 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 **August 1, 2011**, and will terminate when the Intern has exhausted the 640 hours allotted to this particular internship and host organization, but not later than December 31, 2011.
- Compensation is established at \$12.50/hour.
- The Intern will typically report to work at the Harnett County Schools offices at 1500 South Main Street in Lillington, NC.
- The Intern's day-to-day supervisor will be John Birath, AIA, LEED AP, HCS Director of Facilities, Planning and Construction.
- The Intern's work schedule will comply with the Harnett 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.
- There is a distinct possibility with this host organization that a **successful internship** could lead to a **permanent full-time job** with the Harnett County Schools!

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.