Sustainable Connections

Practicum: Energy Efficiency and Toward Zero Waste Intern

Salary: $14.49 per hour, 24 hours/week for 10 weeks

Supervisor: Emily Kubiak, Energy and Green Building Manager

Period of Employment: June 21, 2021 – August 26, 2022

**Overview**

Intern with Sustainable Connections (SC), an entrepreneurial non-profit founded in 2002 that works with dozens of partner organizations and over 2,000 businesses a year, and engages thousands of community members. Our mission is to be the forum where businesses come together to transform and model a vibrant local economy built on sustainable practices.

This internship will split time roughly equally between the Energy and Green Building Program and the Toward Zero Waste Program, two teams that work to help local businesses reduce energy use and waste.

On the energy side, our Community Energy Challenge program provides energy audits to businesses and assists them with implementing energy efficiency retrofits. There will be the opportunity to play a significant role in several larger projects, as well as assist with day to day administrative tasks. Opportunities may arise to meet other professionals in the industry, attend energy audits, and participate in policy issues.

The intern will also assist Toward Zero Waste in various research projects, data entry, and business outreach as needed. The Toward Zero Waste Program is well known in the community for its business support, leading the way in waste reduction, and public education.

This position is geared towards someone with strong analytical and interpersonal skills, and the ability to manage one’s time and self-direct.

**Responsibilities**

Actual duties will depend on program priorities at the time of the internship, but potential projects include:

* Data analysis of energy saved by retrofits at local businesses and other program outcomes
* Updating databases and data entry as needed
* Conducting outreach to local businesses to match them with energy efficiency, water efficiency, and waste reduction program offerings
* Assisting on energy or waste audits, or food recovery from local restaurants and farms
* Continuing research to assist program support in upcoming local changes to waste management practices
* Participating in creating and implementing targeted campaigns for program offerings. Potential projects include:
  + Expanding upon existing product purchasing guide to increase support to restaurants reducing their single-use plastics
  + Educating businesses with large buildings about compliance with the Clean Building Act
  + Identifying and compiling barriers and outcomes from examples of multi-family composting
  + Cataloging waste streams for unique items not disposed of locally
  + Helping businesses understand opportunities to switch to high efficiency electric appliances

**Required Qualifications and Experience**

The ideal candidate:

* Is highly skilled with MS Office, especially Excel - experience with Access and Salesforce are a bonus
* Has good problem solving skills and strong attention to detail
* Works well in teams and has effective written and verbal communication skills
* Is comfortable working with business owners and the public
* Is aligned with the Mission of the organization and excited to further the work of Sustainable Connections

**Educational/Professional Benefits**

This position will provide the following opportunities and benefits:

Networking – There will be opportunities to interface with local business owners as well as energy and waste professionals, contractors, local government, utilities, and other non-profits

Outreach – The intern will gain experience educating businesses and the public about our energy and waste reduction offerings

Technical – The Intern will have the opportunity to learn about energy audits and waste audits, as well as common energy efficiency and waste reduction measures

Analytical – The Intern will perform analysis related to energy efficiency, carbon accounting, energy economics, and other program outcomes