



energy efficiency resource development internship

March 22, 2017

Organization Profile

The Building Energy Exchange (BE-Ex) is an independent nonprofit driving energy efficiency in the built environment through our first of its kind resource center in downtown Manhattan. We act as a hub for activities that help building owners, operators, and designers save money and reduce pollution and carbon emissions through energy efficiency measures. We provide education, exhibits, targeted research and critical tools to advance the energy efficiency of buildings, directly supporting the City and the State's ambitious climate action plans. BE-Ex coordinates closely with the NYC Mayor's Office of Sustainability, serving as the education and resource hub for the NYC Retrofit Accelerator.

Opportunity

BE-Ex is seeking two Energy Efficiency Resource Development Interns for Summer 2017. Reporting to the Managing Director of Strategy and Programs and working with the Project Associate, the interns will conduct research and assist in the development of BE-Ex's educational resources, which include reports, case studies, exhibits, and training modules.

Responsibilities May Include

- Assist in the development of an exhibit that will be fabricated and showcased in the center this year;
- Assist in the design and creation of educational booklets on energy efficient technologies;
- Conduct market research on New York City's building efficiency sector;
- Develop case studies on successful energy efficiency retrofits;
- Research energy efficiency financial incentives in New York State;
- Assist with event planning, outreach, and coordination, as needed; and
- Assist with the development of programs and campaigns, as needed.

Qualifications

- Background in building science and/or energy and environmental policy, with a focus on energy efficient principles and technologies;
- Excellent verbal, writing, and research skills;
- Motivated self-starter, looking to take on responsibilities as needed in a small nonprofit; and
- Detail oriented and effective multi-tasker.

Preferred Qualifications

- Familiar with New York City buildings and policies
- Comfortable tackling graphic design challenges;
- Familiar with Adobe Creative Suite, including InDesign and Illustrator;
- Familiar with web editing software; and
- Entering junior or senior year of college.

Timing

This internship will take place from June 1, 2017 – July 31, 2017. The start and end dates are flexible, but you must be committed to working at least 3-4 days per week. This position has a monthly stipend and we are able to work with your university to gain course credit.

To Apply

Please attach a cover letter, resume, and short writing sample (1-2 pages) in one PDF file to an email to: hc@be-exchange.org with subject: 2017 Summer Resource Development Internship - [Name].

Applications are due by April 28, 2017.