



# research intern

**March 22, 2018**

## **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 a Research Intern for Summer 2018. Reporting to the Project Associate, the Intern will conduct research and assist in the development of educational resources on energy efficiency and sustainable building best-practices. These resources may include reports, case studies, blog posts, training modules, and/or seminars.

BE-Ex's research projects turn over regularly throughout the year and the Intern will have the opportunity to contribute to our latest work. Currently, BE-Ex is working with the NYC Retrofit Accelerator to develop "everyday efficiency" resources on air sealing and ventilation upgrades. BE-Ex is also developing "high-performance" resources on topics such as the Passive House construction standard.

## **Responsibilities May Include**

- Assist in the design and creation of educational booklets on energy efficient technologies;
- Help develop case studies on successful energy efficiency retrofits;
- Contribute to BE-Ex's online resources;
- 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.

## **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 WordPress;
- Currently enrolled in a degree program (graduate or last 2 years of undergraduate); and
- Able to supply own laptop.

## **Timing**

This internship will begin in June and last through August (exact dates flexible). Interns must be available to work Mondays–Thursdays, from 10am to 5pm, and to occasionally arrive early or stay late to set up for special events (likely a few times per month, advance notice will be given). This position has a monthly stipend and we can also 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: [info@be-exchange.org](mailto:info@be-exchange.org) with subject: 2018 Summer Research Intern– [Your Name].

**Applications are due by April 27, 2018.**