



building
energy
exchange

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projects & research intern

April 21, 2021

Organization Profile

The Building Energy Exchange (BE-Ex) is an independent nonprofit driving energy efficiency in the built environment through our 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.

Opportunity

BE-Ex is seeking a Projects Intern for Summer 2021. Reporting to the Manager, Projects and working with others, the Intern will assist with research and design of educational resources on energy efficient and sustainable building best practices. These resources may include case studies, reports, online trainings, and/or other virtual resources.

BE-Ex's pipeline of projects turns over regularly throughout the year and the Projects Intern will have the opportunity to contribute to our latest work. Some examples of BE-Ex's current work include:

- Developing temporary, rotating showcases that explore individual building systems and allow visitors to get a hands-on look at the latest technologies
- Creating short, technical training modules that deliver a deeper understanding of the primary fundamentals of Passive House building design.

Responsibilities May Include

- Assist with research, writing, and/or graphic design of educational resources;
- Create content-based quiz questions for participants in online trainings;
- Contribute to BE-Ex's digital presence; and
- Assist with program planning, outreach, and coordination, as needed.

Qualifications

- Background in architecture, engineering, environmental policy, urban planning, or related field;
- Familiar with Adobe Creative Suite, including InDesign and Illustrator;
- 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;
- Interest in visual communication and comfortable tackling graphic design challenges;
- Familiar with WordPress;
- Video editing skills; and
- Currently enrolled in a degree program (graduate or last 2 years of undergraduate).

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).

Salary

This position pays \$15/hour 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 with subject: 2021 Summer Projects Intern– [Your Name].

Applications are due by May 28, 2021.