



## Intern with Northeast Energy Efficiency Partnerships

**Northeast Energy Efficiency Partnerships (NEEP)** is a regional non-profit whose mission is to accelerate energy efficiency as an essential part of demand-side solutions that enable a sustainable regional energy system. Our vision is that the region embraces next generation energy efficiency as a core strategy to meet energy needs in a carbon-constrained world.

NEEP seeks qualified candidates passionate about our mission and interested in contributing to a mission-driven, creative, enjoyable, and stimulating workplace. Various intern positions are available during semester terms or the summer. Reliable transportation is recommended as public transport is limited. Some field travel may also be possible to enhance the learning experience. NEEP is based in Lexington, Massachusetts, a suburb of Boston and Cambridge.

### Variety of Internship Opportunities

Several [NEEP departments](#) may be seeking internships, depending on need and timing. These may include:

- Public Policy Outreach and Analysis
- High Performance/Green Buildings
- Efficient Products
- Regional Evaluation, Measurement and Verification (EM&V) Forum
- Strategic Marketing and Communications

### Responsibilities

NEEP interns help provide general support to their department and will also be granted opportunities to learn about energy efficiency and business in a real-world setting. Participating in staff meetings, educational webinars, and attending meetings and conferences are all possible. Sample projects include:

- Tracking policy and program developments and data
- Research, analysis, writing briefs, fact sheets, etc.
- Helping to build and maintain our contacts database
- Writing/editing articles for our blog, [www.neep.org/blog](http://www.neep.org/blog)
- Helping to plan and coordinate workshops and conference calls
- Supporting coalition-building and educational efforts
- Reviewing legal contracts and agreements
- Create case studies/exemplars for high performance buildings, facilities, programs
- Update project matrices with latest policy and program developments in key areas of building energy efficiency
- Support white paper publications with research, writing, editing



## Qualifications

- Candidate may be a student pursuing BA or MA, preferably in a related energy, environmental, public policy, or business field
- Some experience in energy or environmental program or policy work
- Excellent verbal and written communications skills
- Strong project management and analytic skills
- Ability to take direction, work independently, and coordinate work with others
- Proficient use of spreadsheets, word processing, database, and internet tools
- Ability to be an advocate for NEEP's mission and vision
- Depending on department, skills, and interests can lean toward engineering, economics, marketing, business, social science, government affairs, etc.

## Compensation and Time Requirements

NEEP offers compensation depending on the terms and duration of the internship and will work with candidates to arrange for course credit or State sponsorship. Depending on qualifications and availability, internships may be structured as a few days a week or full-time. Schedule and start date will be arranged with the hosting NEEP department.

## When You Apply

- Please tell us why you are interested in working with NEEP and for which department(s)
- Send your resume and a writing sample to: [interns@neep.org](mailto:interns@neep.org)
- Please specify the timeframe you are interested in working
- Include your name and top pick(s) for a department placement in the email subject line, e.g., "Sarah Smith – Intern Applicant: Public Policy, Buildings"
- References are needed only upon request
- For more information on NEEP and its important mission visit: [www.neep.org](http://www.neep.org)