

DesignLights Consortium® Communications and Member Services Intern

Overview

Northeast Energy Efficiency Partnerships (NEEP) seeks qualified candidates for an intern position for its DesignLights Consortium® (DLC) project either for the semester, or full-time. Interns will work with the DLC team, reporting to the DLC Program Manager. This job is based in Lexington, MA. Reliable transportation is helpful. Public transport is limited, but available. Some field travel is also possible.

DLC is the industry's resource for information and cutting edge technical expertise on energy efficient commercial solid state lighting solutions. The DLC Qualified Products List (QPL) is NEEP's largest initiative, serving as a key resource for energy efficiency incentive programs throughout the US and Canada by distinguishing high performing and energy saving lighting products from the rest. DLC engages its members (utilities and other energy efficiency programs) with government agencies, lighting experts, lighting product manufacturers, and lighting testing labs to establish technical requirements that manufacturers must meet to list their products on the QPL. See the [DLC website](#) for more information.

Responsibilities

The DLC Intern will provide general support to the DLC team with many opportunities to learn about energy efficiency and commercial lighting in a real-world setting. Participating in staff meetings and attending educational webinars and energy efficiency conferences are all possible. Sample projects include:

- Maintain/enhance DLC social media and web presence
- Assist DLC brand identity and maintenance (e.g., respond to inquiries for DLC logos, help identify logo violations)
- Assist development of the 2014 DLC Annual Report
- Assist development of marketing materials to recruit new DLC members (utility and energy efficiency programs)
- Maintain DLC CRM database (e.g., update contact information, track emails)
- Maintain designlights@neep.org inbox (e.g. respond to inquiries, forward appropriately)
- Provide logistics support for DLC meetings and webinars

Qualifications

- Candidates may be graduates or students pursuing BA or MA, preferably in a related energy, communications, environmental, or public policy field.
- Some experience or strong interest in energy or environmental work
- Excellent verbal and written communications skills
- Strong organizational and analytic skills
- Ability to manage multiple projects at once
- Ability to take direction, work independently, and coordinate work with others
- Proficient with use of spreadsheets, word processing, database, and Internet tools
- HTML, website, and graphic design skills strongly desired
- Ability to be an advocate for DLC's mission and vision
- Some knowledge of Adobe Creative Suite preferred

Compensation and Time Requirements

This is a paid internship, and we are willing to work with candidates to arrange for course credit. Depending on qualification and availability, this could be a few days a week or full-time. Schedule and start date are flexible. For qualified candidates, we sometimes host interns for more than one semester.

About NEEP

NEEP was founded in 1996 as a non-profit whose mission is to serve the Northeast and Mid-Atlantic to accelerate energy efficiency in the building sector through public policy, program strategies, and education. Our vision is that the region will fully embrace energy efficiency as a cornerstone of sustainable energy policy to help achieve a cleaner environment and a more reliable and affordable energy system.

For more information about NEEP and its important mission visit: www.neep.org

About DLC

The DesignLights Consortium® (DLC) is a project of [Northeast Energy Efficiency Partnerships](#) (NEEP). The DLC promotes quality, performance and energy efficient commercial sector lighting solutions through collaboration among its federal, regional, state, utility, and energy efficiency program members; luminaire manufacturers; lighting designers; and other industry stakeholders throughout the U.S. and Canada.

Over its 14 year history, the DLC has driven the lighting market towards innovation by providing information, education, tools, and technical expertise for cutting edge technologies. Since 2010, the DLC has administered the [Qualified Products List](#) (QPL), a leading resource that distinguishes quality, high efficiency LED products for the commercial sector. Today, the QPL sets the bar for efficiency program incentives across the U.S. and Canada while informing manufacturer product development.

For more information about DLC and its impact on energy efficiency visit: www.designlights.org

When You Apply

- Please tell us why you are interested in working with NEEP
- Send your cover letter, resume, and a writing sample to: Fritz Pieper fpieper@neep.org, and Bob McTighe, bmctighe@neep.org
- References are needed only upon request