



## Intern with Northeast Energy Efficiency Partnerships

Northeast Energy Efficiency Partnerships (NEEP) is a regional 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.

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 Buildings, Efficient Products, the Design Lights Consortium, the Regional Evaluation, Measurement and Verification Forum and the Financial & Administrative Team. Please visit [www.neep.org](http://www.neep.org) to learn more about these groups.

### 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, attending meetings and conferences are all possible. Sample projects include:

- Tracking policy and program developments and statistics
- Research, analysis, writing briefs, fact sheets, etc.
- Outreach to state agencies, market actors and utility staff
- Helping to build and maintain our contacts database
- Writing/editing articles for our blog, [www.EnergyEfficiencyMatters.org](http://www.EnergyEfficiencyMatters.org)
- Helping to plan and coordinate workshops and conference calls
- Supporting coalition-building and educational efforts
- Assisting in entry-level accounting, financial or business systems
- Reviewing legal contracts and agreements

### 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. *Example:* 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)