

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Sustainability Internship Housing Authority of Portland (HAP)

The intern will assist, support and promote various aspects of sustainability for HAP with regards to existing and new low-income and special needs housing projects, as well as internal office practices and site operations in order to reduce our operating costs and ecological footprint.

JOB OBJECTIVE

To assist, support and promote various aspects of sustainability for the Housing Authority of Portland (HAP) with regards to existing and new low income and special needs housing projects, as well as internal office practices and site operations in order to reduce HAP's operating costs and its ecological footprint.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Director for Construction Services as well as appropriate staff within the Development & Community Revitalization Department.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Research, collect data, and assist in the development of tracking tools designed to monitor utility consumption and other outcomes realized through implementation of green features.
2. Assist with preparation of a document that describes HAP's approach to sustainability and its purpose in pursuing sustainability initiatives.
3. Assist in writing and submitting grant and funding requests relative to sustainable and green practices for low income and special needs housing projects.
4. Assist with the research of existing and new sustainable/green practices as requested.
5. Assist with the completion and response of BETC, Energy Trust & Green Communities Grant incentive applications.
6. Assist in evaluating and obtaining current data on existing or new projects to determine funding potential.
7. Assist and prepare specific documentation for projects applying or preparing for LEED certification.
8. With supervision track and maintain budgets for sustainable project initiatives.
9. Interface with project teams to track the progress of various LEED or other sustainable related activities.
10. Assist and work with City of Portland's Bureau of Planning & Sustainability and other consultants as applicable to incorporate green practices into project designs and assist with the processes necessary to secure grant funding or other financial incentives.
11. Assist and perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Construction practices and terminology used in residential housing.
Familiarity with sustainable/green practices.
Familiarity of the USGBC's LEED program.
Principles and practices of record keeping.

Ability to:

Demonstrate the ability to work productively under minimal supervision.
Review LEED / Green elements of construction project budgets.
Develop and maintain accurate record keeping systems.
Communicate clearly and concisely, both orally and in writing.
Converse comfortably with experienced architects, project managers and contractors.
Attend outside meetings and take meeting notes and participate as needed.
Establish and maintain effective working relationships with those contacted in the course of work.
Effectively organize and manage time. of work.