

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Green Team Internship Portland Energy Conservation, Inc. (PECI)

PECI is an energy efficiency consulting agency that designs and implements energy efficiency programs and research for utility companies and governmental agencies. Founded in 1980 and headquartered in Portland, Oregon, PECI has a longstanding tradition of pairing innovation with practicality to deliver customized energy solutions in building commissioning, retrocommissioning, and new construction with focus on HVAC, refrigeration, lighting, and appliances.

About the Position: This internship position will assist with improving the sustainability efforts at PECI. The Green Team Intern will work with members of the Green@PECI committee and Operations team throughout the course of the project. The intern will perform a range of tasks including creating a system for tracking sustainability metrics and projects, conducting sustainability research and reporting results, and developing a reporting structure for PECI's sustainability efforts. Candidates should have a passion for sustainability issues. This internship is unpaid.

Key responsibilities:

- Assist Green@PECI committee with sustainability outreach and education within the company
 - Update and streamline internal recycling process and signage
 - Work with team to develop carbon tracking database using Salesforce software
 - Conduct research on corporate sustainability reports and develop a CSR reporting framework Support internal communications and employee involvement in sustainability
 - Assist with organizing sustainability speaker series
 - Assist with organizing company-wide volunteering events
- Requirements:
- Knowledge of sustainable business practices a plus
 - Excellent verbal and written communication skills
 - Organized in a fast-paced environment
 - Excellent research skills with the ability to distill information into detailed, quality reports
 - Ability to use Excel, Word, PowerPoint
 - Must be currently enrolled in an undergraduate or graduate program