

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Project Coordinator Portland Energy Conservation (PECI)

Portland Energy Conservation, Inc. (PECI) designs and implements energy efficiency programs for utilities and governmental agencies in the western United States. Founded in 1980 and headquartered in Portland, Oregon, the organization has a longstanding tradition of pairing innovation with practicality to deliver customized energy efficiency solutions in building commissioning and retrofits; refrigeration and HVAC; lighting, appliances and new construction. As an industry leader, PECI serves the large commercial, commercial retail and residential markets with services including technical consultation, research, analysis, program management and implementation. PECI is committed to developing widespread efficiency practices that embrace careful resource and energy management. We have exciting opportunities for individuals who want to bring their commitment to clients, passion and desire to work in the energy efficiency market.

About the Position: PECI is looking for a Project Coordinator Intern in our Portland office to learn, develop skills, and contribute gaining a broader understanding of energy efficiency program activities in this growing professional field.

This position will work in a team environment and be introduced to multiple facets of our Commercial Retail program functions. We'll ask you to contribute your talents to the team as you learn through 1:1 training, shadowing subject matter experts, and working with cross functional groups to impact program deliverables. Successful candidates will be client-focused, highly organized, detail and solution oriented and team-focused. A background and/or strong interest in Sustainability and Energy Efficiency and utility business environments is preferred.

Key Responsibilities:

The Project Coordinator Intern will follow a rotation through various positions on the Commercial Retail Programs team. You'll be introduced to several functional roles and will support a variety of administrative functions which may include:

- Program incentive processing and analysis
- Field Technician shadowing and support
- Research and analysis of new and innovative program designs and enhancements
- Provide program support to team members to ensure client and customer commitments are exceeded
- Track project budgets and timelines Requirements
- A willingness to learn organizational and time management skills
- Ability to think and communicate clearly, accurately and articulately
- Ability to work under pressure and handle changing priorities
- Strong analytical and problem solving skills
- Excellent verbal and written communication skills
- A strong passion for learning
- A proven history of making a difference
- Candidates must be currently enrolled in PSU programs and be junior/senior rising, pending graduate or enrolled in a PSU graduate degree program to be eligible

Application Qualifications:

Desired degree: Bachelor's, Master's Desired majors: Liberal arts, business administration, engineering Minimum GPA: 3.2