

Worcester Energy Program Internship (2016-2017)	
Department/Division	Division of Planning & Regulatory Services (Department of Economic Development)
Type	Part-Time; Temporary
Hours/Internship Term	15-20 hours a week – Fall, 2016 – May, 2017
Wage	N/A; The internship must qualify for school credit.
Description	<p>Division of Planning & Regulatory Services is seeking a motivated intern with excellent analytical and writing skills and strong interest in sustainability to assist Sustainability Project Manager with:</p> <ul style="list-style-type: none"> Collecting and analyzing the data for the greenhouse gas emissions inventory. Research associated with setting goals for the updated Climate Action Plan. Updating and contributing content to the Worcester Energy website (www.WorcesterEnergy.org). Collecting, organizing and analyzing utility data from the Residential Rebate Pilot. Staffing the Energy Task Force. <p>Requirements:</p> <ul style="list-style-type: none"> A student whose internship qualifies for a school credit (should be demonstrated). Minimum commitment of 15-20 hours a week (with flexibility around holidays and final exams times). Strong organizational skills and attention to detail. Dependable and motivated. <p>Desired Skills / Qualifications:</p> <ul style="list-style-type: none"> Strong written and verbal communications skills. Education and/or experience in the field of environmental policy, climate change, renewable and conventional energy, public policy, or related field. Experience managing/organizing large datasets. Experience with environmental education and public outreach. Advanced word processing, presentation and spreadsheet skills – Microsoft Office Suite. <p>Submission: Position is open until filled. Cover letter, resume and a writing sample to WorcesterEnergy@worcesterma.gov. Internship status will be posted here - http://www.worcesterenergy.org/about-us.</p> <p>Work Schedule: The internship will take place during the regular weekday work hours, M-F, 8:30am - 5:00pm.</p>



Worcester Energy
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