

Sustainable Energy Advantage, LLC

Job Description & Requirements



POSITION: Part-Time Internship

DATE: Spring 2015

OVERVIEW:

Small, entrepreneurial consulting and advisory firm seeks an enthusiastic, dedicated and organized intern. The individual must be capable of helping the principal and staff of a thriving consulting practice in supporting the needs of a diverse set of clients and tasks. This position represents an opportunity to gain exposure to, and experience with, a wide range of topics and stakeholders active in shaping and growing the renewable energy industry.

POSITION SUMMARY:

Sustainable Energy Advantage is currently seeking a part-time Intern to start in early 2015. The position will be a part-time internship to support implementation of consulting projects that include research and analyses related to renewable energy project siting and markets.

RESPONSIBILITIES:

Responsibilities may include, but will not be limited to:

- Providing staffing support for the [Northeast Wind Resource Center](#), a DOE-funded project managed by SEA. The NWRC provides credible information, targeted outreach, and direct engagement with stakeholders and decision makers about wind energy deployment in the northeast.
- As part of the [Eyes & Ears](#) team, monitoring and summarizing current renewable energy regulatory, legislative and policy developments; and
- Participating in other analytical projects, including:
 - Interdisciplinary market research and analysis regarding the renewable energy development activities, technologies, markets, policies and programs in a wide range of states, but focusing on renewable energy in the northeastern U.S.; and
 - Detailed research and quantitative analyses on a wide range of renewable energy-related policy and business activities; including supply and demand within New England's REC markets at present and using future projections.

QUALIFICATIONS:

Successful candidates will bring the following qualifications:

- A motivated and flexible self-starter and team player, able to productively work independently under intermittent supervision, work in a team environment, and do what it takes to get a broad range of projects done in a small business environment
- Strong organizational skills and attention to detail, ability to manage and track multiple detailed projects at the same time and to complete tasks efficiently
- Excellent written and verbal communication and interpersonal skills;
- Outstanding analytical and problem-solving skills;
- Must be interested in taking on new and potentially unfamiliar topics;
- Well-developed skills with MS Excel spreadsheets, MS Word, MS PowerPoint, and MS Access; and

Other valued qualifications include:

- Demonstrated interest in, and commitment to, renewable energy and carbon related issues, and the ability to balance this passion for the subject matter with objectivity in all business analyses, activities and communications;

- Demonstrated familiarity with and understanding of electricity markets and renewable energy issues, including solar energy, renewable energy and carbon markets, is strongly preferred; and
- Comfort with performing analyses and discussing concepts related to policy as well as one or more of the following: economics, finance, accounting, engineering and environmental sciences.
- GIS software or Web site design and programming experience considered a plus.

COMPANY:

[Sustainable Energy Advantage, LLC \(www.seadvantage.com\)](http://www.seadvantage.com) is a small renewable energy consulting and advisory firm which is a regionally and nationally recognized leader in shaping and supporting the rapidly-expanding, exciting field of renewable energy. SEA provides interdisciplinary market, policy, financial and strategic analysis to a wide range of private sector energy firms, governments, non-profits and large energy users that are developing renewable energy businesses, projects, policies, and market infrastructure. SEA focuses exclusively on developing opportunities for clean, renewable sources of energy, including wind, solar, hydroelectric, biomass and geothermal power, in wholesale and retail electricity markets. SEA works extensively in project teams with industry leaders and is consistently involved in generating new ideas to carry the industry forward.

LOCATION:

Framingham, MA. SEA is the largest and longest-lived firm sharing office space with two other renewable energy consulting, engineering, finance, and development practices started by seasoned and successful professionals, in an open and collaborative office environment. **Applicants must have their own vehicle; public transportation is limited in this area.**

AVAILABILITY:

SEA is currently seeking a part-time Intern to start in early 2015. We are seeking candidates who will be available at least 15-20 hours per week on a regular basis.

MassCEC Internship Program Requirements:

SEA will give priority consideration to candidates who qualify for the [Massachusetts Clean Energy Internship Program](#). Specifically, this includes candidates who are pursuing or recently completed a bachelor's degree or (preferably) masters' degree in engineering, environmental studies, economics, business or energy-related studies is required. *Interested candidates will be asked to participate in the Massachusetts Clean Energy Center Internship Program by completing a MassCEC application, submitting a cover letter, resume and documentation verifying school enrollment.* The following eligibility requirements apply:

- Must attend, or have attended:
 - A college or university located in Massachusetts, or
 - A college or university outside of Massachusetts, if the student is a Massachusetts resident and is able to present proof of residency.
- Eligible students must meet one of the following criteria:
 - Students must have completed or will complete at least their freshman year of college the semester before the internship, or have graduated within the past year. Therefore, your year of graduation must be 2014, 2015, 2016, 2017, or 2018.
 - If a student attends or attended a community college (or 2-year associate program), the student must have completed at least 24 credits by December 31, 2014. If a student has attended a training program that program must have been completed between December 31, 2013 and December 31, 2014.
 - Graduate students must have completed or will complete a Master's Degree program after 2014.

COMPENSATION: Compensation is \$12-\$14/hour, commensurate with qualifications.

TO APPLY:

Qualified applicants are encouraged to forward a cover letter, resume, and two references, via e-mail to Kathryn at kraddock@seadvantage.com.

Subject Line: NWRC Internship Cover Letter and Resume

Sustainable Energy Advantage, LLC is an affirmative action-equal opportunity employer.