

# Sustainable Energy Advantage, LLC

## Job Description & Requirements



**POSITION:** Part-Time Internship

**DATE:** 2015

**OVERVIEW:** Small, entrepreneurial consulting and advisory firm seeks an enthusiastic, dedicated and organized intern to perform research as well as quantitative market, financial, and economic analysis, pertaining to the renewable energy industry. 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.

**COMPANY:** [Sustainable Energy Advantage, LLC \(www.seadvantage.com\)](http://www.seadvantage.com) (SEA) 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 own vehicle; public transportation is limited in this area.*

**AVAILABILITY:** SEA is currently seeking an Intern to start in January 2015. The position will be part-time, 15-25 hours per week, to support research and analyses related to renewable energy markets.

### QUALIFICATIONS:

- Pursuing or recently completed a bachelor's degree or (preferably) masters' degree in engineering, environmental studies, economics, business or energy-related studies is required.
- 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 policy, is strongly preferred.
- 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.
- 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;
- Exceptional MS Excel spreadsheet skills, as well as demonstrated proficiency with MS Word, MS PowerPoint, and MS Access;
- Outstanding analytical and problem-solving skills;
- Must be interested in taking on new and potentially unfamiliar topics;
- GIS software or Web site design and programming experience considered a plus.

## **RESPONSIBILITIES:**

Above all, the qualified candidate will have an interest in, and ability to, undertake the wide range of research, data management, and analytic tasks necessary to meet the evolving needs of this entrepreneurial organization, and will do so in a respectful manner that preserves the trusted industry relationships developed and maintained by SEA staff. Responsibilities may include, but will not be limited to:

- Conducting 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.;
- Performing 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;
- Monitor and summarize current renewable energy regulatory, legislative and policy developments;

## **MassCEC Internship Program Requirements:**

SEA will give priority consideration to candidates who qualify for the [Massachusetts Clean Energy Internship Program](#). When the opportunity is available, 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. MA CEC has set the following eligibility requirements for the internship program:

Students will be required to meet the following eligibility requirements:

- 1) Must attend, or have attended:
  - a. A college or university located in Massachusetts, or
  - b. A college or university outside of Massachusetts, if the student is a Massachusetts resident and is able to present proof of residency; and
2. Eligible students must meet one of the following:
  - a. Students must have completed or will complete at least their freshman year of college the semester before the internship (24 Credits), or have graduated within the past year. Therefore, your year of graduation must be 2014, 2015, 2016, 2017, or 2018.
  - b. 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.
  - c. Graduate students must have completed or will complete a Master's Degree program in or 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 [kcraddock@seadvantage.com](mailto:kcraddock@seadvantage.com).  
Subject Line: Internship Cover Letter and Resume

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