



JOB DESCRIPTION

K-12 Schools High Performance Design Intern

Objectives

Assist the Governor's Energy Office (GEO) High Performance Design (HPD) program manager in creating a "tool kit" to guide Colorado K-12 schools through the process of procuring solar photovoltaic (PV) systems.

Background

K-12 schools in Colorado are often great candidates for solar PV systems due to the abundance of flat roof space and the opportunities for education and visibility around renewable energy. The GEO would like to compile all of the current resources as well as examples and lessons learned from school solar projects to create a tool kit that can be used by school districts to answer questions and guide them through the process.

Activities

- Research existing solar programs and projects
 - Review local, state and federal programs that help schools obtain solar systems
 - Engage with school district participants in the GEO's HPD program that have an immediate need to procure a solar system for their new school
 - Review examples of solar school projects in Colorado and compile information about the implementation process including financing, timelines, challenges, legal issues, utility involvement, etc.
- Compile above information and create a solar for schools tool kit for use on the GEO website, including:
 - A comprehensive guide to the resources available to Colorado schools interested in solar PV systems (and for immediate use by school district program participants)
 - Case studies of solar school projects in Colorado
 - Frequently Asked Questions (FAQs) for schools interested in solar
 - Other resources and/or documents as deemed necessary
- Assemble list of target school districts that may be seeking resources for solar PV systems
 - If time/interest allows, target groups will be contacted and provided with the links to the solar tool kit

Successful candidates will:

- Have experience with and/or interest in renewable energy and/or sustainable building design
- Familiarity with solar photovoltaic (PV) systems preferred, but not required
- Proficiency in Microsoft Word, Excel and Power Point
- Desire to help Colorado K-12 schools utilize renewable energy
- Demonstrate initiative and be able to move forward on tasks and projects with little supervision
- Have professional communication and organizational skills
- Ability to work well with a diverse group of individuals
- Dedicate a minimum of 10 hours per week
- Begins ASAP; end date TBD with opportunity to extend commitment to another project

Interested Candidates should complete GEO's Internship Application and note interest in this position in cover letter.