



## Governor's Energy Office

### **JOB DESCRIPTION** **Renewable Energy Program Intern**

#### **Objectives**

Assist the Governor's Energy Office (GEO) Renewable Energy program manager with various renewable energy and efficiency program development projects.

#### **Activities**

- Develop educational content and materials to convey basic energy unit content
- Refine the GEO's energy units equivalency calculator
- Work with a GEO committee to identify and document fuel escalation factors
- Assist in the development of the GEO's Industrial Efficiency Program
- Work with the GEO and Colorado Solar Energy Industries Association to develop an Orphan Solar Domestic Hot Water program

#### **Successful candidates will:**

- Have experience with and/or interest in energy efficiency and renewable energy
- Have the ability to communicate difficult to understand concepts in a simple and public friendly manner
- Be proficient in Microsoft Excel
- Have the ability to work well with a diverse group of individuals
- Be organized and capable of aggregating and analyzing data
- Demonstrate initiative and be able to move forward on tasks and projects with little supervision
- Have professional communication and organizational skills
- Dedicate a minimum of 160 hours to the project (schedule can be determined upon hiring)
- Begins ASAP; end date TBD with opportunity to extend commitment to another project

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