

# Internship in Energy Efficiency

## Melrose Energy Commission Melrose, MA

The Melrose Energy Commission, formed by Mayor Rob Dolan to help identify ways in which the City of Melrose can save energy and money, seeks an intern to assist the commission in the following tasks:

- Collect information related to past and current energy use and efficiency for all City of Melrose public buildings
- Enter data into the ENERGY STAR® Buildings Portfolio Manager, available on-line at [http://www.energystar.gov/index.cfm?c=evaluate\\_performance.bus\\_portfoliomanager](http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager)
- Analyze results and identify potential ways to improve efficiency in city buildings
- Identify potential grant opportunities to help fund energy efficiency projects
- Assist in the writing of grants
- Other energy-use data research and recommendations as necessary

The intern will be supervised by a member of the Melrose Energy Commission and will communicate regularly by e-mail, telephone, and in-person with that member. However, the intern will perform many duties with minimal day-to-day oversight. The intern will also work with municipal staff members in order to access information needed to assess energy efficiency and to write grants to fund potential efficiency projects. The intern will be expected to submit at least one written report and give a Power-Point presentation to the Melrose Energy Commission at one of its monthly meetings. We anticipate the intern spending an average of five to ten hours a week completing their duties. The internship runs throughout the Spring Semester of 2006.

We seek an individual, at either the advanced undergraduate or graduate level, with the following skills and characteristics:

- Self-starter with the ability to work under only minimal supervision.
- Attention to detail
- Experience in completing research projects, including in-class research papers
- Has taken at least one course in quantitative statistics and/or research methods
- Strong writing and editing skills
- Familiarity with Microsoft Office products such as Excel, Power Point and/or Word
- Comfortable searching and accessing information from the World Wide Web

The internship is unpaid but provides valuable experience to individuals considering a job in research or fundraising with local or state governments, non-profit organizations, consulting firms, or corporations with valuable work experience.

For more information contact Lisa Wilson-Wright at [wilsonwright@comcast.net](mailto:wilsonwright@comcast.net) or 781-662-3462. To apply, please send a letter of interest and resume to Lisa at the above e-mail address or at 9 Ledgewood Avenue, Melrose, MA 02176.

Please be prepared to supply at least two letters of reference from persons familiar with your research and writing skills, including, but not limited to, professors, lecturers, or teaching assistants.

Melrose is accessible by Orange Line T (Oak Grove Station) with a bus transfer or via the MBTA Haverhill/Reading Line from North Station (Wyoming Hill or Cedar Park Stations).