



PHILADELPHIA ENERGY AUTHORITY - INTERNSHIP OPPORTUNITY

The Philadelphia Energy Authority is a municipal authority organized by the City of Philadelphia to identify, support, facilitate, develop and collaborate with City stakeholders on opportunities for reducing energy costs and consumption, enhancing energy efficiency, obtaining clean, renewable and affordable energy supply, and to educate Philadelphia's consumers (including residential, commercial and public sector audiences) regarding choices available in the energy marketplace.

Intern and co-op students are an integral part of the Philadelphia Energy Authority (PEA). We are offering a unique opportunity to collaborate with the Mayor's Office of Sustainability (MOS) and Mayor's Office of Transportation & Utilities to produce an energy report for Philadelphia.

The goal of the energy report is to:

- Provide a summary of the energy work to date and document the thought process behind it
- Identify opportunities and next steps
- Focus on City government operations
- Focus on City General Fund with emphasis on portfolios of buildings and facilities
- Be written for the benefit of future city leaders and managers

PEA is uniquely positioned to facilitate discussions regarding innovative energy projects, educate policy development and lead the implementation of best practices. You will work directly with the Executive Director and engage with City leadership.

This position will begin mid-May and continue through mid-August

Hours per week: 16 (Tuesday/Thursday)

Location: Our office is in City Hall but we often work remotely. You will have direct access to Executive Director and meet 2x a week.

Rate: \$11.00/hour

Co-op/Intern Duties and Responsibilities:

- Provide own computer (Windows compatible)
- Writing/editing of Energy Report in collaboration with Mayor's Office of Sustainability & Mayor's Office of Sustainability
- Research & data collection related to energy best practices, initiatives, legislation & policy
- Maintain/update website with current energy news

Skills:

- Strong writing and editing skills required
- Strong verbal, analytical, and interpersonal skills required
- Must display maturity and a high level of professionalism.
- Knowledgeable in energy management, alternative energy, energy systems, or energy efficiency
- Must be detail oriented and possess excellent follow up skills
- Working knowledge of Microsoft Office (including Power Point) and Wordpress
- Must be collaborative and enjoy working with others
- Must be organized and work well with constant priority changes
- Must be able to work independently with minimal supervision

Please send resumes electronically to: Jill Kowalski, Executive Director, Philadelphia Energy Authority jkowalski@philaenergy.org