Position: Energy Efficiency Intern

Organization description:
We are looking for talented individuals to join our dynamic team to build a resilient island community in the face of challenge and change. The City and County of Honolulu ("City") Office of Climate Change, Sustainability and Resiliency ("CCSR") was established by a City Charter amendment in 2016 with overwhelming approval by O‘ahu voters. Per City Charter and Ordinance 20-47, CCSR is tasked with seeking local information from scientists and tracking climate change science and potential impacts on City facilities, coordinating actions and policies of departments within the City to increase community preparedness, protecting economic activity, protecting the coastal areas and beaches, and developing resilient infrastructure in response to the effects from climate change. Additionally, CCSR is responsible for integrating sustainable and environmental values into City plans, programs, and policies. CCSR also administratively supports the City’s Climate Change Commission.

Position summary:
These part-time student internship positions will join CCSR to support and advance implementation of priority City actions, projects and programs. Reporting to the Energy Efficiency Specialist, this position will work within CCSR’s Energy Team to further implement and provide additional support and resources to the Better Buildings Benchmarking Program, also known as Ordinance 22-17. Position will begin Fall 2023 for approximately 9 months, and will be remote with regular in-office check-ins with supervisor. Students may work up to a maximum of 19 hours per week during the school year with flexible work schedule between the hours of 7:45 a.m. - 4:30 p.m.

Duties and responsibilities include:
- Provide general support and ongoing tasks for the Better Buildings Benchmarking Program, including but not limited to:
  - Knowledge and basic understanding of benchmarking buildings, as required in Ordinance 22-17
  - Review and support maintenance of the Better Buildings Benchmarking Covered Buildings List
  - Provide Help Desk support and ongoing communications through phone or email
  - Schedules Help Desk appointments and tracks ongoing help in online platform
- Additional skills will be learned through experience and training, including becoming a subject matter expert in ENERGY STAR Portfolio Manager
- Other duties through the Energy Program as assigned
Minimum qualifications:

- Meet general Part-Time College Student Employment program requirements:
  - Must be citizens, nationals or permanent resident aliens of the U.S. or non-citizens with proper work authorization
  - Must be legal residents of the State of Hawaiʻi at the time of application
  - Concurrently enrolled in an accredited post-secondary educational institution on at least a half-time basis

- Interest in local government and working within CCSR’s Energy Team

- Currently enrolled in courses related to Environmental Science, Environmental Studies, Public Policy, Political Science, Business, or another relevant field of study

Desired qualifications:

- Comfortable working independently and as part of a team in a fast-paced environment in an executive-level government office

- Strong background with Microsoft Word and Excel

- Basic understanding or experience in ENERGY STAR Portfolio Manager

Compensation:

Hourly pay ($12 - $17.50) will commensurate with experience and/or year in school.

To apply:

To apply, please send a cover letter, current resume, and a list of at least three current references to energyprogram@honolulu.gov. Please highlight why you are interested in working with the City and CCSR. Applicants are encouraged to submit their materials as soon as possible as they will be reviewed on a rolling basis.