Internship Description: Efficient Chicago Program Intern  
2021 Spring

*Due to the COVID-19 pandemic, this internship will be a virtual opportunity*

Illinois Green Alliance is looking for an intern to help us create case studies and tell the stories of sustainable operations in buildings around Chicago. This is a great internship opportunity for an undergraduate or graduate student who is looking to further their knowledge about sustainable operations and green building design, and build skills in communications. This intern will engage with Illinois Green staff and volunteers, as well as with broader Chicago community members who are working to make buildings more efficient.

In addition to the responsibilities listed below, the intern may help with and attend virtual meetings, events, and educational programs to fully understand the work of Illinois Green and how we accomplish our mission and strategic plan. There may be administrative tasks that need to be completed, and we require that the intern have a personal laptop to use throughout the internship.

Intern Responsibilities (as time and project schedules allow):

- Become familiar with the Retrofit Chicago program, and the Chicago Benchmarking Ordinance.
- Research buildings that have completed energy efficiency and sustainable operations projects in their facility (to be discussed with Illinois Green).
- Interview facility managers and building teams to document the strategies that helped them achieve their energy efficiency reduction and sustainability goals.
- Draft case studies of selected buildings, with guidance from and in collaboration with Illinois Green staff.
- Attend meetings with project team members, building staff, and other organizations participating in Illinois Green’s programs.
- Research and compile a list of sustainable operations (energy, water, waste, indoor air quality) tools and resources that building managers can utilize in their facilities.
- Attend sustainable building operations volunteer trainings, as scheduled and if available.
- Support Efficient Chicago Program Manager with other project needs and coordination efforts for the program.
- Other duties not described may arise, as needed.

Qualifications and Experience:

- Pursuing an undergraduate or graduate degree or a recent graduate in environmental science/sustainability, facilities management, communications, or related field, with an interest in green buildings and sustainable facilities operations.
- Strong interpersonal, communication, and writing skills.
- Ability to communicate and work effectively with a wide range of people.
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- Comfortable reaching out to new people, including but not limited to project team members, volunteers, or building managers.
- Ability to work independently in a virtual setting (using Microsoft Teams, Zoom, etc.).
- Experience with sustainability resources such as ENERGY STAR Portfolio Manager, LEED, or other tools a plus.

Details of Internship:

- **Timeframe**: approximately 8 – 12 weeks, Spring 2021 – Summer 2021 (ideal start date in March 2021, but start and end dates are flexible).
- **Time expectations**: Part-time, ideally 20 hours per week (flexible).
- **Location**: Virtual, remote position.
- **Salary**: Unpaid position. Internship credit hours available, if needed, for degree program.

To Apply:

Email your resume and cover letter to Laurel Kruke at LKruke@illinoisgreenalliance.org. Please submit your resume and cover letter by **Monday, March 1, 2021**.