POSITION DESCRIPTION

POSITION TITLE: Engineering Intern – Solar

REPORTS TO: Sr. Project Manager – Solar

GROUP: Solar Program

OPEN DATE: 12/12/16

BACKGROUND

Energy Trust of Oregon is an independent nonprofit organization dedicated to energy efficiency and renewable energy development. We serve Oregon customers of Portland General Electric, Pacific Power, NW Natural, Cascade Natural Gas, and Avista. In 2016, Energy Trust was recognized as one of the 100 Best Nonprofits to Work For in Oregon.

GENERAL POSITION SUMMARY

Energy Trust of Oregon’s Renewable Energy group is seeking to hire one intern who will work primarily with the Solar program. This position will appeal to undergraduates and recent graduates with a desire to work in the renewable energy field. This is a great opportunity to gain experience and make contacts within the solar energy industry.

The Renewable Energy group is responsible for renewable, distributed generation from and for customers of Pacific Power and Portland General Electric. The group supports customer-sited and small-scale, grid-connected projects through studies, technical assistance, opportunity identification and financial incentives.

ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES

Solar intern tasks may include:

• Technical review of solar incentive applications and proposals.
• Analysis of project performance, costs and design properties.
• Special project work depending on applicant’s interest and skillset (e.g., solar-plus-smart inverters, solar-plus-storage, microgrid, disaster resilience, locational value of solar, customer demographic analysis, soft cost reduction, business development, continuous process improvement, or monitoring policy environment)
• Provide administrative support to Renewables staff, including to but not limited to: data entry, organization of electronic files, assistance with events and note-taking.
• Collaborate with colleagues in order to achieve results in alignment with operations and mission of Energy Trust of Oregon.
• As necessary, additional research and project assistance on program initiatives.
• Perform all duties of the job in a safe manner.

POSITION REQUIREMENTS
POSITION DESCRIPTION

- Engineering course work, preferrably in final 2 years of degree or recent graduate.
- Strong research, analytical, and organizational skills.
- Excellent written and verbal communication skills.
- Basic understanding of grid-tied solar electric technologies.
- Strong aptitude for database analysis and manipulation, specifically in Microsoft Excel.
- Highly self motivated and accustomed to working in a fast paced environment.
- Ability to take detailed notes and synthesize high-level summaries of information gathered from numerous sources.
- Proficient in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint and SharePoint)
- Ability to effectively prioritize and juggle multiple concurrent projects.

The above information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

ADDITIONAL INFORMATION

- Applications accepted until position is filled.
- This is a temporary part time position paying $17 per hour, and is expected to continue for 6-9 months duration (not to exceed 1000 hours).
- Desired in office schedule is a minimum of 20 hours per week.
- The start date is flexible, although internship could start as early as January 2017.
- This position is not eligible for company benefits.
- Applications accepted for up to 30 days.

APPLICATION INSTRUCTIONS

Qualified individuals please submit cover letter, resume and application (found on Energy Trust’s website www.energytrust.org/About/careers) to careers@energytrust.org.

Attn: Engineering Intern – Solar
Energy Trust of Oregon is an equal opportunity employer.

www.energytrust.org