

Internship

Rethinking Power Management (RPM) is seeking qualified candidates passionate about energy efficiency and our mission to make sustainable practices standard operating procedure across the Northeast. Do you thrive in a fast-paced environment? Do you like working with diverse clients, helping them solve diverse problems? If so, then RPM may be the right place for you to learn about energy efficiency and business in a real-world setting.

Internships are available during semester terms and the summer. Reliable transportation is recommended but public transport is available as the MBTA Broadway stop is located near our office in South Boston where we are based. Some field travel may also be possible to enhance your learning experience.

Responsibilities

- Support implementation of water use reduction initiative by researching metrics, conducting field measurements, data collection and analysis, and contributing to overall implementation strategy for improvement.
- Review maintenance contracts for cost and energy savings.
- Energy data entry and analysis to support mandated reporting requirements and other client needs.
- Develop and edit content for our website and LinkedIn page such as case studies, articles, fact sheets, and calls to action.
- Edit templates, deliverables and other public facing documents.
- Research speaking and educational opportunities for RPM.
- Support, plan and coordinate internal and external meetings.
- Accompany RPM staff to client meetings and field work as needed.
- Provide general administrative office support as needed.

Qualifications

- Candidate may be a student pursuing BA, BS, MA or MS, preferably in a related energy, environmental, engineering, economics, social science, marketing, or business field.
- Some experience in energy or environmental work is preferred.
- Excellent verbal and written communications skills.
- Strong project management and analytical skills.
- Ability to take direction, work independently, and coordinate work with others.
- Proficient use of spreadsheets, word processing, database, and internet tools.
- Graphic design skills are a plus but not required.
- Ability to be an advocate for RPM's mission.

Compensation and Time Requirements

RPM offers part-time internships (up to 20 hours per week) and an hourly rate based on qualifications and experience. Schedule and start date will be arranged with the position's manager at time of hire.

How to Apply

- Send your resume, cover letter, and a writing sample to: hr@rpmpowerllc.com with the subject line "YOUR NAME – Internship Application"
- In your cover letter, please tell us why you are interested in working with RPM.
- Please specify the timeframe you are interested in working with us.
- For more information on RPM, visit www.rpmpowerllc.com.

RPM is an equal opportunity employer. RPM prohibits discrimination against any staff member or applicant on the basis of race, color, sex, sexual orientation, gender identity/expression, age, religion, national origin, marital status, veteran status, pregnancy, physical or mental disability, genetic information, disability, creed, citizenship status, or any other legally protected characteristic.