



Job Title:	Energy Audit Logistics Coordinator - Internship	Job Code:	
Location:	Columbia, MD	Travel Required:	<10%
Salary:	School Credit	Position Type:	College Internship
HR Contact:	Andrea Freeman	Reports To:	Julie Roby

Job Description
<p><b>Job Purpose:</b> To act as an assistant to Julie Roby in managing the logistical operations of the Home Performance with ENERGY STAR program. Primarily geared towards analysis of energy audit results and customer service opportunities. Will shadow energy auditors to learn environmental and cost benefits of implementing home improvements based on residential building science.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>- Coordinating and assembling marketing materials</li> <li>- Managing and tracking inventory and equipment</li> <li>- Shadowing energy auditors to learn data points and diagnostic methods</li> <li>- Facilitating data tracking and results analysis; may include writing customer reports</li> <li>- Researching new trends in environmental standards as applied to existing housing stock</li> </ul> <p><b>Training:</b> All relevant training will be provided on-site with either the Director of Operations, Marketing Manager, or certified Energy Auditors.</p> <p><b>Evaluations:</b> Agents of Change will report to their direct supervisor at the end of each week with a progress report. A letter of recommendation will be written at the end of the internship, pending approval by direct supervisor.</p>

Reviewed By:		Date:	
Approved By:	Julie Roby	Date:	5/1/2014
Last Updated By:	Julie Roby	Date:	5/1/2014