

## Summer Intern - Evaluation, Research, and Behavior

The Consortium for Energy Efficiency (CEE) is seeking a motivated, organized individual to serve as an intern and support its Evaluation, Research, and Behavior (ER&B) Sector work, with a focus on behavior. The ERB sector supports CEE members and works with government and non-government agencies throughout the US and Canada to help improve evaluation methods and behavioral approaches in the energy efficiency program industry. This position works within a team of four and reports to the Behavior Program Manager.

### About CEE

CEE is an award-winning consortium of efficiency program administrators from the United States and Canada that unifies program approaches across jurisdictions to increase impact in fragmented markets. By joining forces at CEE, individual electric and gas efficiency programs are able to partner not only with each other, but also with other industries, trade associations, and government agencies. Working together, administrators leverage the effect of their ratepayer funding, exchange information on successful practices and, by doing so, achieve greater energy efficiency for the public good. For more information, see our web site at [www.cee1.org](http://www.cee1.org).

### Background

The start and end date for this internship are somewhat flexible and will be determined based on the needs of CEE and the availability of the selected candidate; the internship would potentially start in late May or early June and continue through August or early September.

The intern will primarily assist staff as they support the CEE behavior work area, helping CEE member organizations incorporate behavioral approaches into their efficiency efforts. Additionally, the intern will likely spend several hours a week supporting CEE's annual report on the energy efficiency program industry data. This is a large-scale effort designed to document the size and scope of the natural gas and electric energy efficiency program industry. The audience for this work includes manufacturers of high efficiency products, trade associations, utilities, efficiency professionals, and state energy regulators. The project culminates in a report and data set, both of which are made available to the public. Prior years' research reports are available on-line at <http://www.cee1.org/annual-industry-reports>.

The intern will report to a supervisor who will provide assistance and guidance throughout these assignments. The supervisor will assign and prioritize work tasks, review intern assignments, and approve all completed work products.

### Responsibilities

- Assist with the data collection and/or development of the [Behavior Program Summary](#).
- Gather evaluation and behavior-related information from the membership for committee research efforts.
- Assist with data management for the [Annual State of the Efficiency Program Industry Report](#).

Responsibilities will include:

- Providing quality assurance for the data (including comparing different sets of data to identify errors, outlying values, and missing information);
- Following up with survey respondents via telephone and email to correct responses, obtain missing data, and encourage participation in the survey; and
- Tracking progress to ensure that any data issues are documented and resolved.
- Assist with preparation for both Evaluation and Behavior Committee meetings and webinars, including generating committee lists and taking notes during meetings.
- Review drafts of and provide support to other staff while assisting in compiling documents including meeting minutes, memorandums, reports, and CEE Forum webpage content.
- Other duties, as assigned.

## Requirements

- Coursework towards an undergraduate degree, preferably in a relevant field such as psychology, sociology, environmental studies, mathematical science, statistics, public policy, and business. Prior experience in the energy or environmental fields is desired. Prior experience working with energy utilities is ideal, but not required.
- Experience with Microsoft Office software (Word, PowerPoint, Excel, Outlook, and Access).
- Strong organization and time management skills, along with the ability to balance multiple priorities.
- Excellent written and oral communication skills; attention to detail; and professional demeanor.
- Interest in energy efficiency or in research involving energy and the environment. Interest in evaluation, research, and human behavior is preferred.
- Class work and/or experience in dealing with surveys, data collection and/or management
- Comfort working with clients and/or customer service experience; ability to represent CEE and to articulate data issues clearly over the telephone (customer service experience is ideal)

## Skills to be developed may include:

- Data collection and management; data collection protocols
- Customer service and interpersonal relations
- Understanding of the energy efficiency program industry in the US and Canada

## Compensation and Benefits

This is an unpaid position. Applicants are expected to seek either funding or course credit through their academic institution. This internship will provide the selected student with research training and an opportunity to see firsthand how their degree could be applied in a practical way to a growing industry. It also offers the opportunity to gain experience and connections in the nonprofit sector.

## Application Information

Please submit a resume and cover letter via e-mail to Kira Ashby at [kashby@cee1.org](mailto:kashby@cee1.org).

*You must be eligible to work in the United States independent of company sponsorship. CEE is an Equal Opportunity Employer.*