



AdvantageGreen Energy Internships Program – Fellowship Position Description

About the Program:

[AdvantageWest](#), the economic development partnership for Western North Carolina, has received funding from the State Energy Office of North Carolina to support the **AdvantageGreen Energy Internships Program**. This program will place nine, 12-month paid-internships with regional clean energy businesses and organizations providing experiential learning and training in a well-supported and supervised work environment. An additional 3 fellows will be placed in public agencies to develop and implement local energy plans as well as support the Building the Clean Energy Economy in WNC Project. Through these positions, the program aims to create a pathway to full-time employment for talented recent graduates of NC colleges and universities, while at the same time helping expand our regional clean energy businesses.

Eligible Applicants:

Applicants must be either (1) a graduate within the preceding three years of an accredited institution of higher education in the State of North Carolina; or (2) be a permanent resident of North Carolina who has graduated from an accredited out-of-state institution of higher education within the preceding three years. Preference will be given to recent graduates of engineering programs, environmental planning, public administration, or city and regional planning programs and students with certifications in energy management, energy audits, and/or similar programs; or graduates with degrees and/or experience in related fields of study.

Host Agency Info

Agency Name: Northwest Piedmont Council of Governments (NWPCOG)

Agency Address: 400 West Fourth Street, Suite 400
Winston-Salem, NC 27101

Type of Agency: Regional Council of Governments

Website: <http://www.nwpcog.dst.nc.us/>

Fellowship Position Information

Position Name: Energy Fellow

Position Description:

The fellow will perform planning, technical assistance and project implementation work for NWPCOG and its member governments in the specialty area of energy planning.

Learning Objectives:

Working with staff, partners, stakeholders, communities, regulators and others on the following initiatives:

- **Energy Planning** - The Fellow will complete at least **two energy plans** for local government clients and **one energy plan** for the Northwest Piedmont Council of Governments.
- **Technical Assistance** - The Fellow will provide extensive planning, research, and technical assistance with local governments. Fellows will plan and prioritize energy management projects and assist local governments in applying for funding to implement energy saving or renewable energy projects. Examples of projects that could be analyzed, prioritized, and incorporated into local government planning efforts include, but are not limited to: municipal fleet analysis, lighting counts for government buildings, tracking energy costs through utility bills and recommending rebate and incentive programs where applicable, feasibility studies of carpool, vanpool, park and ride and similar activities that reduce community greenhouse gas emissions, and similar energy analysis and activities that reduce greenhouse gas emissions.
- **Clean Energy Program:** Clean Energy Program of NWPCOG would be brand new and provide an exciting career choice for someone who wants to help build capability at the Northwest Piedmont COG. We are looking at marketing green companies within our region, researching and interpreting regional data, conducting interviews with businesses, working with businesses to help get them funding to make them use less energy and save money, and other tasks related to making the Piedmont a better user of energy. The combination of local government and private business will lead to increased levels of public investment in energy saving and renewable energy projects which will directly result in clean energy job creation.

Additional Learning Objectives:

- General knowledge of energy field including fuels (traditional and alternative), renewable (solar, wind, geothermal, etc.) and energy efficiency sectors.
- General knowledge of public processes, local, state, and federal boards, commissions, task forces, etc. that are related to the assigned fields.
- General knowledge of appropriate grants and funding sources, administrative guidelines, rules and regulations; and of data sources for census, demographics, economic, and labor market, etc.
- General knowledge of the principles and practices, local, state and federal laws, regulations, and programs relating to energy, the environment, land use, sustainable development, growth management, and related fields.
- General knowledge of group facilitation and consensus building and demonstrated skill in implementing the theories, principles, practices and techniques in interactions with groups and individuals.
- Working knowledge of computers and basic skills in using personal computers for word processing, spreadsheet, presentation and e-mail, internet, web site development and database applications.
- Skills in functioning effectively as a team member, and in leading and managing team processes.
- Ability to analyze and systematically compile technical and statistical information and to prepare technical reports.

- Ability to evaluate the feasibility of alternative solutions in relation to trends, costs and social pressures, and needs.
- Ability to write contracts and grants and to produce technical reports.
- Ability to communicate effectively in oral and written forms, to interpret technical reports and issues to officials and the general public, and to make public presentations.
- Ability to establish and maintain effective working relationships with public officials, professionals in the field, member-clients, coworkers, supervisors, media, and the general public.
- Ability to work creatively, independently, and cooperatively with groups.

Mentorship:

The fellowship program is unique because it features an inter-generational learning component. Each fellow will be paired with a retired engineer from the Waste Reduction Partners program to serve as a mentor and technical assistance advisor throughout the project. Mentors will check in with fellows on a regular basis and, at a minimum, twice a month by phone or through face-to-face meetings. AdvantageWest and its project partners will provide an innovative program of activities throughout the project featuring **peer-to-peer collaboration** and **mentorship that will promote** a shared regional approach to the clean energy economy. These support activities will maximize the effectiveness and impact of the individual internship and fellowship positions. All internship and fellowship positions will commence at the same time with a **regional orientation and team-building event**. Following this, all interns and fellows will convene for a **bi-monthly summit** to share lessons learned and best practices and receive feedback from peers engaged in similar activities. Each summit will feature a presentation from one a regional clean energy economy leader on a relevant professional development topic such as “how to start a green business.” Participation and training at these sessions will further develop students’ job skills in topics such as public speaking, communications, and professional networking. Additionally, all interns will be able to communicate with and support one other regularly via an online network.

Energy Audits:

Energy audits are a key element of a comprehensive municipal energy plan. Because recent graduates may not have experience in conducting energy audits, the AW internship and fellowship program will collaborate with a technical assistance provider to fulfill this critical service and provide on-the-job training to fellows. Energy audits of buildings of local government facilities will be carried out by a technical assistance provider such as Waste Reduction Partners. Fellows will accompany the WRP assessor or energy auditor throughout the audit process to build additional capacity and experience with institutional energy audits. These audits will provide a foundation for the fellow to complete a thorough energy plan. Although not every building may receive an energy audit due to budgetary and time limitations, the local government representative, fellow, and technical assistance provider will work collaboratively to prioritize buildings with greatest demand for energy audits.

Special Requirements:

Possession of a valid North Carolina driver's license and access to a car on a regular basis may be required in the performance of some work.

Physical Demands:

- Some work involved in performing inspections, other field work, or special planning projects may require some or all of the following operation skills: climbing, stooping, balancing, kneeling, crouching, crawling, reaching, standing, pushing, pulling, lifting, grasping, and feeling.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Positions involved in varied field work duties may require being able to perform up to light work exerting up to 20 pounds of force occasionally and or up to 10 pounds of force frequently.
- Must possess the visual acuity to prepare and analyze data and figures, perform extensive reading, to operate a computer, and may require visual acuity to use measurement devices and to determine accuracy, neatness and thoroughness of work.

Duration: The position will start in October 2010 and last 12 months
40 hours/week, Monday – Friday

Compensation: \$20 / hr

To Apply: Please submit a resume, cover letter, and at least 3 references by email to:
Lynette Hicks, Office Manager lhicks@nwpcog.org

*At least one of your references should be from the college or university from which you recently graduated

Applications will be reviewed and interviews conducted on an ongoing basis. This position is expected to be filled by September 22nd.