Smart Business Challenge Internship

In conjunction with City of Ames Smart Business Challenge, the Electric Services Department and Sustainability Coordinator are seeking one student - undergraduate or graduate interested in the opportunity to assist Ames businesses taking part in the Smart Business sustainability challenge [http://www.cityofames.org/government/departments-divisions-a-h/electric/smart-business-challenge](http://www.cityofames.org/government/departments-divisions-a-h/electric/smart-business-challenge). This position works in partnership, with a current Smart Business Challenge Intern, in completing the position responsibilities listed below.

**Position Description:**
Specifically, this position will act in a liaison and resource role to businesses participating in the Challenge. The Smart Business Challenge offers Ames businesses to be recognized for their commitment to and accomplishment in multiple sustainability operational areas (including but not limited to energy efficiency, water conservation, waste diversion, and transportation). This position will take on various responsibilities to support participants in collecting data, completing paperwork, researching opportunities, identifying resources, and connecting with other Challenge participants. In addition, this position will also offer assistance directly to the City of Ames Electric Services Department related to energy rebates and energy efficiency projects and initiatives.

This is a paid position at $12.00/hour. The Smart Business Challenge Intern will report directly to City of Ames Sustainability Coordinator who is housed in the General Services Building at Iowa State University. The position requires a commitment of 20 hours per week and must be flexible to work some nights and weekends. Position length is for one year. Length of internship and start date are negotiable.

**Position Responsibilities:**
- Organize and facilitate Smart Business Challenge meetings
- Assist with Challenge participant energy audits, follow-up goals and action plans
- Correspond with Challenge participants through letters, emails, and phone conversations
- Create and maintain Challenge participant files and spreadsheets to track correspondence, resources, and deadlines
- Respond to Challenge participant requests for information and resources
- Assist with the City of Ames Smart Energy rebate claim form intake and processing
- Complete City of Ames Electric Services air conditioner load control switch inspections
- Generate various reports and maintaining spreadsheets related to City of Ames Electric Services projects and utility tracking
Position Qualifications:

- Must be enrolled as a student at Iowa State University.
- Must have experience in project management in a team setting and working with groups as well as one-on-one is required.
- Research experience and knowledge, as related to increasing efficiency of operations, as well as working with data and spreadsheets is preferred.

To Apply: Email a cover letter (that discusses specific experience as related to the duties noted above), resume, and three references to:
Merry Rankin, City of Ames Sustainability Coordinator
mrakin@iastate.edu

Application Deadline – May 8, 2020 at 5pm

Direct questions to: Merry Rankin, City of Ames Sustainability Coordinator, 515-294-5052