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). The intern will work as a team, with another (current) 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.

This is a paid position at $12.00/hour. The Smart Business Challenge Interns 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 15-20 hours per week (schedule negotiable according to availability) and must be flexible to work some nights and weekends. Internship length is ~30 weeks, starting August/September, ending May (specific dates negotiable), with the opportunity to continue through summer semester.

**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

**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: Contact Merry Rankin, City of Ames Sustainability Coordinator for application requirements and deadlines, mrankin@iastate.edu.

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