

**USGBC – Missouri Gateway
Benchmarking Intern Job Description
February 23, 2018**



USGBC-Missouri Gateway Chapter seeks a Benchmarking Intern to assist with our regional voluntary energy benchmarking efforts.

The primary responsibilities of the Benchmarking Intern are to:

- Assist the USGBC-Missouri Gateway Staff and Advocacy Committee volunteers with outreach to local municipalities and other building owners to encourage participation in the Chapter's voluntary benchmarking campaign.
- Assist municipalities with the process of benchmarking their buildings in [ENERGY STAR Portfolio Manager](#), which will include working with municipal staff to collect building energy and water data, property use details needed for benchmarking, setting up properties in Portfolio Manager, and setting up a process so municipalities can be successful with continued benchmarking in the future. *Training to use ENERGY STAR Portfolio Manager will be provided.*
- Work with municipal staff and / or municipal green team to make municipal building data publicly available.
- Work with municipal staff and / or municipal green team to recommend options for improving energy efficiency in municipal buildings – taking advantage of utility incentives and other resources - with the ultimate goal of reaching an ENERGY STAR score of 75 and applying for certification where applicable.
- Work with municipal staff and / or municipal green team to encourage private building owners to participate in the Chapter's voluntary benchmarking campaign. This could include, but is not limited to, working with municipal staff to conduct outreach to and provide benchmarking assistance to specific groups of building owners (congregations, schools, etc.).
- Assist with keeping our Local Government Benchmarking Toolkit up to date and communicating updates to benchmarking campaign participants.
- Assist with promotion and recognition of voluntary benchmarking campaign and its participants, including the solicitation and compilation of relevant case studies and success stories.
- Maintain consistent communication with USGBC-Missouri Gateway Staff and Advocacy Committee volunteers about activities, and attend Advocacy Committee meetings when possible (first Wednesday of the month, noon – 1:30 pm at the Chapter office).

The Benchmarking Internship will be of interest to students in technical, engineering, architectural, or scientific programs, as well as students in urban planning and environmental programs.

The following qualifications are desired:

- Prior experience working for and knowledge of government, particularly local/city government;
- Experience with issues surrounding energy use, transportation, utilities, and/or solid waste;
- Assertive personality, persistence, and strong people skills critical for working with a variety of city departments and personalities;
- Strong communication skills;
- General understanding of the causes, science, and impacts of climate change;
- Experience with Microsoft Excel and basic data manipulation skills;
- Basic computer skills; and
- Ability to work at least 12 hours per week.

TIMEFRAME: We are seeking an intern to start as soon as possible – ideally working through the end of this semester and into the summer and fall of 2018 if possible.

LOCATION: The intern will work at USGBC-Missouri Gateway’s offices to assist local municipalities and other building owners with benchmarking their building energy use. Local travel to municipal meetings may be required.

COMPENSATION: A stipend of \$150 per week (paid monthly) is available. Intern is expected to work 12 hours per week.

TO APPLY: Please e-mail a cover letter and resume to emily.andrews@mobot.org by midnight on Sunday, March 18. Include contact information for two references with resume.

BACKGROUND: USGBC-Missouri Gateway believes that Green Buildings Are Better – better for living, working, and learning. Nearly all buildings can benefit from implementing green building strategies and sustainability practices. More specifically, all buildings have to start somewhere in their green building journey. For many, that starting point is benchmarking – or tracking – energy and water use regularly.

In 2014, USGBC-Missouri Gateway worked with several regional partners to launch a regional energy benchmarking campaign, challenging buildings to regularly benchmark their energy use. Since then, over 80 entities have signed onto the voluntary campaign. We have also worked closely with the City of St. Louis on their benchmarking efforts, which include participation in the national [City Energy Project](#) and passing a [Building Energy Awareness Ordinance](#). We continue to promote benchmarking through our [regional voluntary benchmarking campaign](#), soon to be rebranded to “Better Buildings Through Benchmarking.” We also support the implementation of the City’s benchmarking ordinance through [stakeholder outreach and training](#).