



GREEN BUILDING ALLIANCE

PITTSBURGH 2030 DISTRICT INTERN SPRING 2017



Overview:

Green Building Alliance's (GBA) Pittsburgh 2030 District Intern will support Pittsburgh 2030 District program activities and partners. This position reports to GBA's Pittsburgh 2030 District Director, works closely with GBA's Building Performance Analyst and Pittsburgh 2030 District Specialist, and interacts with all GBA staff.

Green Building Alliance (GBA) is a nonprofit organization that inspires the creation of healthy, high performing places for everyone through leadership that connects knowledge, transformative ideas, and collaborative action. GBA was founded in 1993, was the first U.S. Green Building Council (USGBC) affiliate, and is a USGBC chapter. Headquartered in Pittsburgh and serving the 26 counties of Western Pennsylvania, GBA advances its mission through education, technical assistance, advocacy, policy, and two outreach programs: the Pittsburgh 2030 District and Green & Healthy Schools Academy (GHS.A). In 2010, 2013, 2014, and 2016 GBA was one of the Pittsburgh Business Times' Best Places to Work in Western Pennsylvania. go-gba.org

The Pittsburgh 2030 District is a collaborative, nationally recognized, locally driven community of buildings in Pittsburgh's Downtown, Northside, and Oakland neighborhoods that are working towards high performance. District Partners seek to reduce energy use, water consumption, and transportation emissions to 50% below baselines by the year 2030, while improving indoor air quality and business competitiveness. The Pittsburgh 2030 District works with local and national partners across all sectors to achieve measurable goals for building performance in a defined community that is small enough to be achievable, but large enough to be inspirational. 2030districts.org/Pittsburgh

This paid internship requires a commitment of 10 to 15 hours per week. The internship is designed to run from January through May 2017, with continuation into summer 2017 possible; duration is negotiable and dependent upon performance.

Potential Duties:

- Assist with information collection, preparation, and analysis for the *Pittsburgh 2030 District 2016 Progress Report*.
 - Gather data about building performance from local partners.
 - Provide assistance with data review, entry, and consolidation using Energy Star Portfolio Manager and Excel.
 - Prepare reports for individual Partners using Energy Star Portfolio Manager and Excel.
- Assist in building and district-wide data evaluation including, but not limited to, energy performance, water performance, and the Make My Trip Count commuter transportation survey.
- Assist with ongoing Pittsburgh 2030 District needs, including execution of monthly Partner Meetings, annual Progress Report Reception, contact database management, website updates, research related to building data, and case study preparation.
- Interact with and provide support to Pittsburgh 2030 District Property, Community, and Resource Partners as necessary.

Required Experience, Skills, & Abilities

- Applicants must be enrolled in an academic program. Academic work in a related field is preferred.
- Excellent written and verbal communications skills.
- Possess demonstrable knowledge about green buildings, design, construction, operations, and/or real estate.
- Able to translate technical data and information into an understandable format for a variety of constituencies.
- Highly motivated and analytical.
- Significant proficiency with Microsoft Excel and working knowledge of Word, Outlook, Publisher, and PowerPoint required.
- Experience with EPA Energy Star Portfolio Manager a plus.

Intern must complete assignments at GBA's offices on the South Side of Pittsburgh.

Please submit a cover letter and resume to hr@gbapgh.org by December 2, 2016. No phone calls, please.

Diversity and Inclusiveness: *GBA strives to create a diverse and inclusive workplace. We highly encourage qualified applicants regardless of age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, military or veteran status, or any combination of these or related factors, to submit an application for consideration. GBA is an Equal Opportunity Employer.*