



Position	Greenhouse Gas Assessment Intern
Employment Type	Part time, Minimum 20 hours per week, September 06 – December 09, 2011(approx.)
Salary	<i>To Be Determined</i>
Location	WARM Training Center 4835 Michigan Avenue Detroit, MI 48210 Days and Hours of Operation: M - F, 8:30 am - 5:00 pm
How to Apply	All applicants must submit a cover letter, resume and references. All application materials due by 5:00 pm on September 30th, 2011
Contact	Email application materials to Human Resources at apply@warmtraining.org
Website	www.warmtraining.org

Greenhouse Gas Assessment Intern

Warm Training Center is seeking a motivated, detail-oriented individual to serve as a GHG Assessment Intern. This individual should possess a strong desire to work on greenhouse gas assessments as well as an eagerness to offer thoughtful suggestions and critical analysis.

The successful candidate is willing to do research, organize and present data, be able to review and revise reports and other documents, speak to individuals representing a diversity of organizations. She or he should be able to balance organizational responsibilities with independent project management.

Application Procedure

Interested individuals should send a **cover letter, resume and three references electronically** in either MS Word or PDF format to apply@warmtraining.org. In addition to describing the candidate's interest in our organizational mission, the cover letter should indicate the candidate's ability to meet the transportation requirements of the job. Applicants are encouraged to take extra time to detail their skills and experience in the cover letter. Resumes must show relevant experience. ***Incomplete submissions will not receive further review.***

Responsibilities

Under the direction of WARM staff, the intern's primary responsibility is to help produce GHG Assessment Reports for three communities in Southeast Michigan: Hazel Park, Southgate, and Ypsilanti. The duties include but are not limited to the following:

- Collect and analyze community-specific data for major sources of greenhouse gas (GHG) emissions (e.g. transportation, land use patterns, building energy consumption, governmental operations);
- Check calculations made of GHG emissions for different sectors within the communities and the government for possible errors and omissions,
- Assist in writing, proofreading and revising GHG Assessment Reports,
- Develop community-specific strategies for reduction of GHG emissions,
- Produce portions of the final plan documents for each community; and,
- Other duties as assigned.

Qualifications

- Experience working with GHG Assessments and/or other quantitative data gathering and compilation endeavors,
- Experience creating and modifying charts, tables, and graphs in Excel,
- Experience working with nonprofits or local governments,
- High level of scientific and data literacy,
- Speaking to a wide variety of individuals from government, business, and the community, in both formal and informal settings,
- Balancing multiple responsibilities and timelines: and,
- At least three years of post-secondary education.

Hours and Expectations

Hours will be flexible and determined based on the student's schedule and availability. The position demands a minimum of 20 hours per week.

Organizational Background

WARM Training Center is a non-profit organization that promotes the development of resource efficient, affordable, healthy homes and communities through education, training, and technical assistance. WARM has been providing many of these services for 30 years in the greater Detroit metro area. Through the Southeast Michigan Regional Energy Office, WARM Training Center provides an extensive array of services to governments throughout Southeast Michigan including Building Energy Benchmarking, Strategic Energy Planning, Sustainability, Climate, and Energy Planning, Greenhouse Gas Assessment and Quantitative Analysis, RFP Assistance, Metric Development and Calculation, Grant Reporting, Educational Opportunities, Program Development, and Residential and Commercial Building Audits.

Equal Opportunity Employment Policy

WARM Training Center is an Equal Opportunity Employer. The organization is committed to maintaining a workplace free of discrimination and harassment. We recruit, hire, train and promote individuals in all positions without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, physical or mental disability, being a disabled veteran, veteran of the Vietnam era or other eligible veteran. At the Suburbs Alliance, we are committed to a fair and equitable workplace where everyone is a respected and valued member of the team.