

# NEW YORK CITY

## MAYOR'S OFFICE OF SUSTAINABILITY

The Energy Audit Data Internship is available during June through August 2015.

### Organization Description

The New York City Mayor's Office of Sustainability (MOS) is responsible for developing and implementing citywide sustainability initiatives outlined in OneNYC and coordinating efforts to reduce citywide greenhouse gas emissions by 80% below 2005 levels by 2050. For more information visit: [www.nyc.gov/sustainability](http://www.nyc.gov/sustainability)

### Project Description

In 2009, the City of New York (City) enacted the Greener, Greater Buildings Plan (GGBP) to target energy efficiency in large, existing buildings. The City's signature effort in energy efficiency is an internationally recognized, industry-transforming policy. GGBP is designed to ensure that information about energy is provided to decision-makers and that the most cost-effective energy efficiency measures are pursued. To learn more, please visit: [www.nyc.gov/ggbp](http://www.nyc.gov/ggbp). This internship will focus on one of the four legislative components of GGBP: Local Law 87 – Audits and Retro-commissioning (LL87). Specifically, the internship positions will entail the following tasks:

- Transcribe energy audit reports of City buildings from PDF to Excel formats
- Organize and aggregate 2014 audit data reports
- Identify opportunities for efficiency in the current data organization process
- Act as a liaison between MOS and academic researchers

### Qualifications

Eligible candidates must have a bachelor's degree by the start of the internship. Although not required, the successful applicant will likely have one or more of the following academic or professional experiences: environmental policy, environmental science, economics, finance, public policy and/or administration, urban studies or urban planning, political science, energy policy, data analysis, urban science and informatics, and/or engineering. Applicants must have overall ability to conduct analytical work with significant attention to detail. This includes moderate to advanced knowledge in Microsoft Office (pivot tables, data arrays, ThinkCell, macros, etc.); and similar software programs.

An ideal candidate will have a strong interest in building energy efficiency, sustainability, and using data to influence policy. The candidate is strongly encouraged to review basics in energy auditing, LL87 requirements, and ENERGY STAR Portfolio Manager (<http://www.energystar.gov/benchmark>). The candidate should review New York City's second private sector benchmarking report ([www.nyc.gov/ll84data](http://www.nyc.gov/ll84data)), and LL87 input form ([www.nyc.gov/html/gbee/html/plan/ll87\\_eer.shtml](http://www.nyc.gov/html/gbee/html/plan/ll87_eer.shtml)). A background in IT, tech development, coding, and/or mechanical and base building systems is a plus.

The intern will work under supervision of a Policy Advisor and guidance from the Deputy Director for Green Buildings and Energy Efficiency. The internship is unpaid and full-time, 9AM to 5PM, Monday through Friday, June-August 2015.

### To Apply:

Please submit to [slee1@cityhall.nyc.gov](mailto:slee1@cityhall.nyc.gov) the following:

- The subject line "Energy Audit Internship Application – Full name"
- A one page cover letter highlighting aspects of your experience that are relevant for this position, and explain why you are interested in working with our office
- A one page resume

### Deadline:

Applications will be accepted until the position is filled. The City of New York is an Equal Opportunity Employer.