

RIVERSTONE SUSTAINABILITY
Consulting Internship - Job Description

Job Overview:

This internship will support a small management consulting firm which provides sustainability services. A more detailed description of our company is attached on page 2. We are seeking a candidate to assist with consulting projects focused on energy and climate change within the municipal sector.

Responsibilities:

- Greenhouse gas (GHG) inventory:
 - Compile energy usage data for municipal operations including buildings (electricity, heating fuels, etc.) and transportation
 - Update and verifying information in Mass Energy Insight software
 - Gather data to estimate community-wide GHG emissions such as those arising from residential, business, and industrial sectors
 - Assist with a household carbon footprint survey to be developed in partnership with a local high school
- Communications
 - Support ongoing efforts to develop content for the city energy website
 - Migrate the city's Energy Advisory Committee (EAC) from a Yahoo group to Google
 - Establish Google online collaboration structure and write instructions for members on how to access and use it
 - Gather background information on all EAC members, and issue a survey to gather their skills/expertise, and interests in working on specific EAC initiatives
 - Collect bios and photos to be included on the new energy section of the city website
- Education
 - Support local schools to develop and integrate energy and environmental issues, projects and programs into curriculum on an as-needed basis

Job Structure:

This position is structured as an hourly, part-time position reporting on a day-to-day basis to Debra Shepard, Principal and Owner of Riverstone Sustainability and working in close collaboration with a municipal client. The position will be based in Newburyport, MA with some remote work. The duration of the position will be for the spring semester, commencing in January 2018.

Preferred Qualifications:

- Excellent verbal and written communication skills
- Basic working knowledge of topics related to sustainability, energy efficiency, and climate change
- Comfortable working with Excel and other software tools to collect and analyze data
- Experience conducting research and presenting findings in a thoughtful and concise manner
- Interest in the consulting industry and institutional approaches to sustainability
- Entrepreneurial style, ability to work independently and be self-motivated
- Capable of managing time and priorities, and to meet deadlines
- Creative and collaborative attitude

How to Apply:

Students and recent graduates who are eligible for MassCEC internships are welcome to apply. If interested, please submit your cover letter and resume to Debra Shepard (dshepard@riverstonesustainability.com) by **January 8th, 2018**.

About Riverstone Sustainability:

Riverstone Sustainability was founded on the idea that leading organizations need a practical approach to move toward a more sustainable and innovative future. After 10+ years working at world-class academic institutions including Harvard University and MIT, and building sustainability services at larger consulting firms, Debra Shepard launched Riverstone in 2014 so she could work directly with select clients who are positioned to launch and successfully grow their sustainability program.

Our goal is to partner with our clients to instill sustainability throughout their organization's mission and core business objectives. We do this through a combination of executive coaching, data collection and reporting, stakeholder engagement, and programs developed hand-in-hand with clients to meet their organization's needs, structure, and culture.



Our process helps clients to:

- ✓ Identify the most **important and relevant aspects** of sustainability to manage
- ✓ Measure impacts using **industry standards** and best practices
- ✓ Develop a **management plan** for consistency and continuous improvement
- ✓ **Report results** on sustainability impacts, goals, and strategies

Our services include:

- Sustainability Assessment
- Sustainability Plans & Reports
- Carbon & Energy Management Strategies
- Green Building LEED Certification
- Utility Rebate & Grant Support
- Sustainability Team Coaching & Training
- Stakeholder Engagement Programs