

Riverstone Sustainability, a consulting firm based in Newburyport, MA is seeking to hire two MassCEC-eligible interns for the fall semester. The job descriptions, application instructions, and additional details about the company can be found below.

GREEN BUILDING & SUSTAINABILITY COMMUNICATIONS INTERN

Job Description

Job Overview:

This position will support university clients in meeting the obligations of the Carbon Commitment, with the goals of reducing greenhouse gas emissions and educating the campus on environmental and social responsibility. The primary focus of this position will be to develop signage and web communications about green building and energy strategies deployed at a Boston-area university.

Responsibilities:

- Design signage to educate the university community about green building and energy strategies. This work includes basic research, copy-editing, and graphic design to create simple infographics and take photographs when appropriate
- Implement a sustainability social media campaign to raise awareness about green building features and promote energy conservation, water use reduction, and waste reduction
- Develop content for the campus sustainability webpage, including basic research and case studies on green buildings using campus projects as examples
- Coordinate and promote events on energy, recycling, and other aspects of sustainable living

Job Structure:

This position is structured as an hourly, part-time position (8-16 hours per week) reporting on a day-to-day basis to Debra Shepard, Principal and Owner of Riverstone Sustainability, and serving the programmatic needs of a Boston-area client in the academic sector. The duration of this position is one semester, from September through December 2018.

Qualifications:

- Graduate student or highly advanced undergraduate in communications, web design, graphic design, and/or sustainability-related major
- Excellent written communication skills, able to distill complex technical information into “laymen’s” terms to make it accessible to a broad audience
- Experience working with Microsoft suite, Google sites, and graphic design software (Canva, Pixlr)
- Entrepreneurial working style, ability to work independently, be self-motivated, and problem-solve
- Capable of managing time and priorities, and to meet deadlines
- Creative and collaborative attitude
- Strong organizational and leadership skills

CARBON ACCOUNTING INTERNSHIP

Job Description

Job Overview:

We are seeking an intern to assist with a carbon footprint assessment and net zero energy planning support for a client in the municipal sector.

Responsibilities:

- Greenhouse gas (GHG) inventory:
 - Compile data on energy consumption and other greenhouse gas emitting activities for municipal operations including buildings (electricity, heating fuels, etc.) and transportation
 - Gather data to estimate and/or model community-wide GHG emissions such as those arising from residential, business, and transportation sectors
- Net Zero Energy: Support ongoing development of a net zero energy strategy, including researching best practices, policies, and tools

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 fall semester, commencing in September 2018.

Preferred Qualifications:

- Graduate student or highly advanced undergraduate in engineering, sustainability science, master planning or other relevant discipline
- Excellent research and technical skills, ability to synthesize information from various sources including both publicly-accessible datasets, industry standards / best practices, and estimation
- Comfortable working with Excel and web-based software to collect, analyze, and model data on community buildings, transportation, and other activities
- Strong communication skills, and ability to present findings in a thoughtful and concise manner
- Working knowledge of topics related to the built environment, sustainable transportation, urban sustainability, energy efficiency, and climate change
- Interest in carbon accounting protocols and sustainable cities
- Entrepreneurial working style, ability to work independently, be self-motivated, and problem-solve
- Capable of managing time and priorities, and to meet deadlines
- Creative and collaborative attitude
- Strong organizational and leadership skills

How to Apply:

Students who are eligible for MassCEC clean energy internships are welcome to apply. Please confirm your eligibility by reviewing the MassCEC guidelines here: <http://www.masscec.com/clean-energy-internship-program>. To apply for a position, please submit the following documents to Debra Shepard (dshepard@riverstonesustainability.com) by September 7th, 2018:

- Cover letter describing your strengths as a candidate and indicating which internship you would like to pursue
- Resume
- Example of a relevant work product (report, website, slide deck, etc.)

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