

Clean Energy Intern

Inova Energy Group is looking for a part-time (up to 20 hrs/week) Intern to support several ongoing clean energy projects focused on energy policy, energy efficiency, electrification, solar energy, and electric vehicles. The internship will be available between September and December 2024, with the potential to convert into a full-time employee position.

This is an opportunity for an individual to gain experience with real-world energy policy projects and knowledge of clean energy policy and management. As an Intern, you will work alongside our team of energy and sustainability consultants on various project work that may involve: conducting research and analysis, writing formal reports and deliverables, developing recommendations for clients, developing presentations and webinars, and other project activities.

An ideal candidate will be an energetic and dynamic individual who is interested in the challenge of meaningful work and exponentially growing their career in a fast-paced, start-up environment, and will have interest in, education, and/or prior experience working on one or more of the following topics: clean energy policy, energy efficiency, solar energy, electric vehicles, climate justice, decarbonization, climate change.

Responsibilities

- Support projects and programs in the energy efficiency and decarbonization space with advising/consulting, idea generation, performing research, developing business solutions (including policies, procedures, and tools), and report generation.
- Assist with writing reports, case studies, and client memorandums.
- Support client relationships through meeting attendance, preparing agendas and meeting minutes, and developing presentations.
- Perform other duties as assigned.

Qualifications and Skills

- Bachelor's degree from an accredited four-year college or university or equivalent work history.
- Working toward, or recently earned a masters degree in environmental sciences, public policy, or environmental policy. A focus on energy is a plus.
- Strong written and verbal communication skills required.
- Interest in working at a start-up and/or as a consultant.
- Proficiency in Microsoft Excel, Microsoft Word, Outlook, and PowerPoint.
- Good organizational skills, attention to detail, and professional demeanor.
- Demonstrated attention to detail.
- Ability to work well independently and in a team setting.
- Knowledge of Midwest and/or national energy efficiency policies and programs.

Logistics

Flexible schedule; part-time up to 20 hours per week.

This is a paid internship position. It is currently based in Chicago, Illinois and is remote.

About Inova

Inova Energy Group (www.inovaenergygroup.com) is a woman-owned business offering management consulting, strategic planning, and turnkey project delivery solutions to the clean energy and sustainability industries. Inova's work is project-based, with clients in the Midwest and Northeast regions and a focus on utility energy efficiency programs, decarbonization, renewable energy access, climate planning, and/or community resilience.

Since 2014, Inova Energy Group has served clients in public and private sectors with a variety of projects ranging from utility energy program design to stakeholder management, deployment of new technologies, statewide policy analysis, creation of climate action and mitigation plans, trainings, and the development of corporate sustainability strategies.

How we Work

At Inova, our greatest assets are the kind of people we attract. We pride ourselves in being an energetic and collaborative team, that strives for creative solutions and excellent delivery of work. We empower individuals to pursue their interests and continuously develop their professional skills, while working with a variety of projects and topics. As a small team, we rely on each other and leverage our skills and knowledge to think outside the box. We are nimble and passionate about our work – with the knowledge that what we do makes an impact in our communities and the world.

To Apply

Please submit a cover letter and resume to janderson@inovaenergygroup.com. To supplement your application, submission of a writing sample is strongly encouraged (though not required).