



College
Track

**FIRST GEN
INTERNS**

2020 INTERN JOB DESCRIPTION

BlocPower

<http://blocpower.io/>

Oakland, CA

\$25/hr, 40 hours/week

June 22 – Aug 14

About

BlocPower is a clean energy startup that provides engineering, financing, and project implementation services for green building retrofits that save money, reduce greenhouse gas emissions, improve health and create local employment opportunities in low-to-moderate income communities. Thousands of houses of worship, schools, non-profits, small businesses, and multifamily buildings across the country are not being served by traditional energy services companies because they are considered: too small, too costly, or too risky to serve. BlocPower's platform provides financing and engineering services that reduce the barriers between these building owners and money-saving, quality-of-life-improving building retrofits.

Scope

The Energy Management Team Intern will learn all aspects of completing a green building retrofit from start to finish. This will include working closely with our business development, engineering, finance, and operations teams to ensure that a building retrofit moves from project origination to financing to engineering to construction. The intern will also have the opportunity to occasionally interact with the client. BlocPower's team structure is flat so interns will be able to learn and get involved with all aspects of the company.



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Essential Responsibilities:

- Coordinate project schedules and assist Energy Management Team in project management
- Update and maintain project workflows and associated databases
- Schedule engineers and contractors
- Coordinate with building management and staff for access
- Assist the Business Development Team and Energy Management team in acquiring customer financial and energy information required throughout the project development and financing process
- Coordinate with customers to ensure the accuracy of existing information
- Maintain checklists for project finance and project development data collection
- May involve occasional travel to project sites in Oakland
- Ability to travel to client locations if/when necessary
- Other responsibilities as determined by the manager

Qualifications

- Currently enrolled at an accredited academic institution in an associate's or bachelor's program in engineering, operations, project management, or similar
- Demonstrated ability to meet deadlines, take personal responsibility for tasks and drive them to completion without close supervision
- Exceptional service and communication skills both verbal and written
- Strong computer skills with solid experience in MS Office, Word, Excel, Outlook, and databases
- Solid mathematical and analytical skills required
- Work well in a team environment and a willingness to learn
- Ability to multi-task and remain calm under pressure

Students: [Click here to visit site and apply](#)

