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## Energy Efficiency / Sustainability Intern

### Company Overview

Overlay Consulting ([www.overlayconsulting.com](http://www.overlayconsulting.com)) is a full-service energy management group that specializes in providing energy efficiency and sustainability services. Whether in the private sector, a utility, or a government agency, we help our clients achieve their energy efficiency goals. Our team combines the business discipline of management consulting with the technical expertise of a robust engineering firm. We specialize in providing three key service areas:

- Energy Management,
- Incentive Program Design & Implementation, and
- Sustainability

Our multidisciplinary team of Professional Engineers, Certified Energy Managers (CEM), Certified Energy Procurement Professional (CEP), Incentive Program Experts, and professionals accredited in Leadership in Energy and Environmental Design (LEED®) offer leading energy efficiency services to support the technical and programmatic needs of our clients.

Overlay Consulting is a privately held company searching for employees who seek challenging/exciting work with an ambition for significant career growth.

To learn more about our company please visit: [www.overlayconsulting.com](http://www.overlayconsulting.com)

### Location:

Denver, CO

### Responsibilities:

Overlay Consulting is currently seeking an Energy Efficiency / Sustainability Intern to join our Building Energy Benchmarking Division in Denver, Colorado. As an Energy Efficiency / Sustainability Intern, you will assist building owners and managers comply with various government mandated energy benchmarking programs across the country.

- Reporting to the Lead Energy and Sustainability Consultant, assist in the running of several Help Desks for various government mandated energy programs across the country
  - Provide phone, email and virtual support to building owners and managers who are tasked with complying with various government mandated energy programs
  - Guide building owners and managers through technology trouble shooting and resolutions
  - Support buildings owners in completing Energy Star Portfolio Manager reporting
  - Support other Benchmarking Division personnel with additional responsibilities as needed
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### **Qualifications/Competencies/Experience:**

- High school diploma or General Education Degree (GED)
- Currently attending 4-year university or jr. college program (Preferred)
- One (1) year related customer service or help desk experience (Preferred)
- Experience using Microsoft Tools – Word, Excel, and Outlook
- Interest in energy efficiency, sustainability, or environmental policy is a plus
- Experience using Energy Star Portfolio Manager (not mandatory)

### **Compensation:**

Compensation is dependent on experience but includes competitive pay and flexible work schedules.

### **Resume Responses:**

To be considered for this position, please submit your resume response to [careers@overlayconsulting.com](mailto:careers@overlayconsulting.com).