



The Collaborative for High Performance Schools (CHPS)

The Collaborative for High Performance Schools (CHPS, pronounced "chips") is a non-profit organization that facilitates the design, construction and operation of green, healthy, high performance schools. CHPS members include state agencies, utility partners, manufacturers, design firms and school districts. CHPS administers a variety of programs to promote "greener", sustainable, more efficient and healthier schools. CHPS is seeking an Intern to assist in these activities. The intern will be engaged in a variety of activities to support the CHPS technical program and gain knowledge of the design and operation of sustainable, high-performance buildings. Positions are based at the CHPS office in San Francisco, CA.

Intern Position: Technical Programs Intern

Duties and Responsibilities:

The intern will be a member of the CHPS Team and will perform duties under the CHPS Technical Program Coordinators. The intern will primarily provide support for the CHPS Technical Programs including (but not limited to) the following activities:

- Complete independent research projects and prepare summary reports (2-3 pages) in one or more aspects of high performance buildings, as agreed upon with supervisors
- Provide support in reviewing CHPS Designed and CHPS Verified submissions for accuracy and completeness
- Provide support in producing reports and support documentation for various technical projects
- Provide support in tracking and data trending for previous and current CHPS Verified projects
- Beta test web applications to ensure they perform as expected
- Provide research and documentation of other government and third party programs performing functions complementary to or similar to CHPS
- Other support activities for the Technical Programs Team

Education, Experience and Skills Required:

- Undergraduate enrolled in a four-year college degree program; preferably a Junior or Senior with background in engineering, architecture, environmental science or studies, policy and management or related field.
- Strong interest and enthusiasm for environmental issues, sustainable building or children's health and education.
- Work or internship experience performing similar duties and responsibilities as outlined above a plus, but not required.
- Knowledge of and experience with green building / sustainable practices a plus, but not required.
- Excellent oral and written communication skills.
- Required: candidate must bring their own laptop computer for use during the internship.

Time Commitment:

The internship will be at the CHPS office in downtown San Francisco (near the Montgomery BART Station). Candidates who can commit to a two-month long post (or longer) are preferred. Intern must commit to at least eight (8) hours a week, up to full-time. We are flexible on the days of the week. Candidates with more time availability will be given priority. A stipend may be available. Position to start immediately.

To Apply:

To apply, please email your resume and a letter of interest to jobs@chps.net. Please be sure to include your G.P.A. and availability. Please indicate the job title (CHPS Technical Programs Intern) in the subject line of your email, and include your full name in the filename of any attachments.

The position is open until filled. Visit CHPS for more information at: www.chps.net.