Energy Consultant Intern

Description:
The Energy Consultant Intern will support operations with energy supply contract management and utility data management for Bridge Energy clients. They must be able to interpret utility bill copies including, but not limited to – Electric, Water, Gas, Oil, Steam and Sewer. The individual will be responsible for collecting, filing, and accurately analyzing utility data and reporting upon findings and anomalies to Bridge Energy Management and/or clients. The intern must complete special and ad hoc utility tracking and budget summary reporting projects in a timely and effective manner.

Skills and Qualifications:
• Comfortable using Microsoft Office (emphasis on Excel) at an intermediate-advanced level.
• Familiarity with utility bill copies preferred.
• Currently pursuing a degree or interested in a career in energy studies, economics, business, accounting, financial modeling, engineering, data management/analysis, or other energy related studies.

Hours: 16+ hours per week for the summer (2+ days a week). Potential to extend during school year.

Location: Would need to be present in the CCAT Bridge Energy office. Potential to work remote once fully operational.

Pay: $16 per hour.

Expectations:
• Complete tasks in an effective, accurate, and timely manner.
• Remain organized with heavy workload at times.
• Work closely with Bridge’s team to make recommendations and process improvements to projects.
• Work in a professional manner and positively and proactively reflect Bridge Energy to CCAT employees and the marketplace.

Projects:
• Utility bill copy collection for audits and budgets.
• Input contract information into database.
• E.W.A.I.M. data input and project build.
• File organization.
• Support multi-million-dollar utility budgets.
• Market reporting and analysis.
• CBA for contracts and projects
• Ad hoc analysis - Product & market research - Bid coordination.