

# Energy Efficient Policy (EEP) Program Internship

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## A. Position Description

The Southeast Energy Efficiency Alliance (SEEA) is seeking an intern to support our policy team in providing technical assistance, research, and resources to stakeholders across our region. Since 2007, SEEA has advanced energy efficiency policy in its eleven-state region by serving as a trusted information resource for its broad network of stakeholders, which includes decisionmakers, utilities, energy efficiency businesses, and many others. To adequately support our partners, SEEA must understand current legislation, policies, and programs delivered by utilities, and state and local governments in each of our states. Additionally, SEEA must be aware of best practices in program design and engagement and explore how energy efficiency intersects a variety of emerging topics including health, affordable housing, and energy and climate policy.

## Essential Duties and Responsibilities

### Tracking Regional Developments and Trends

- Track energy regulatory, policy, and program developments across SEEA's 11 state region
- Conduct research and data input to maintain a database of ongoing regulatory proceedings and trends
- Collect news stories and resources for SEEA's [Quarterly Highlights](#) publication

### Research, Writing, and Presentation

- Conduct research on established and emerging topics in buildings, energy efficiency, electric transportation, and energy-related policy
- Organize and distill information into accessible formats for a variety of audiences
- Develop fact sheets, policy memos, public comments, slide presentations, white papers, and other materials, as needed

## B. Qualifications

- **Education:** Bachelor's degree required, preferably in public policy, energy, transportation, or related field. We are seeking a current graduate student, recent graduate, or new professional seeking experience in energy policy.
- **Skills and Experience:**
  - A demonstrated interest in energy policy, energy efficiency, and sustainability
  - Experience with independent research and evaluation
  - Excellent writing and editing skills
  - Demonstrated ability to manage multiple conflicting projects, meeting deadlines while maintaining a healthy work-life balance
  - Demonstrated ability to work independently



- Flexibility to collaborate well with others with diverse backgrounds and experiences
- Knowledge of Microsoft Office Suite, social media platforms, collaborative work platforms

## C. Structure

- **Start Date:** Position is open until filled. Approximately 12-week commitment.
- **Hours & Location:** 15-20 hours/week. This is a remote position. Must be available during Eastern standard work hours.
- **Compensation:** This is an unpaid internship. College credit available.
- **Technology Requirements:** Candidates must provide their own computer. You will be provided with a dedicated email address and Microsoft 365 account to collaborate with the team.

## D. How to Apply

Does this sound like an exciting opportunity to you and are you a qualified candidate? Qualified candidates may apply by submitting a cover letter and resume to [cayanaba@seealliance.org](mailto:cayanaba@seealliance.org).

## About SEEA

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The [Southeast Energy Efficiency Alliance \(SEEA\)](#) is a 501(c)(3) nonprofit organization based in Atlanta, Georgia. Established in 2007, SEEA is the only regional energy efficiency organization serving eleven states across the Southeast. SEEA works to ensure people have the knowledge, resources, and opportunities to use energy more efficiently. We advance effective state, local, and utility policies, support the implementation of strong building energy codes, expand availability and access to resources to address energy efficiency in buildings, and support equitable engagement in energy planning processes across all communities.