



**State of New Jersey
Board of Public Utilities
44 South Clinton Avenue
Trenton, New Jersey 08625**

Paid Internship Opportunity
****This is an in person position****

Division: Office of State Energy Services

Number of Positions: One (1)

Salary: \$23.00 per hour

Work Hours: 10-20 hours per week

General Unit Description: The Office of State Energy Services (SES) manages the State's Energy Savings Improvement Program (ESIP), guides and directs energy solutions for state departments and agencies, and offers technical support for any and all state agencies and facilities on energy efficiency. The SES provides technical assistance to the interagency working group charged with procuring state electric and gas wholesale contracts and manages those contracts as well as customer expansion. The SES is also a key member of the State's Energy Capital Committee, which identifies and implements large capital improvement projects for facilities throughout the state, focusing on energy supply, generation, and efficiency. Additionally, the SES provides technical, consulting, and advisor services to all operating divisions of the NJBPU and to other governmental entities throughout the state.

Project Description: Energy Performance Contracting Intern

Are you inspired by working with schools and government agencies? Want to help them make energy efficient improvements to their facilities, which will lower their energy consumption? Interested in learning about innovative upgrades and how they impact overall energy expenditures? Would you like to get involved with energy performance contracting in the state of NJ? The Energy Savings Improvement Program (ESIP) is administered by the BPU and is currently seeking an intern to help the program implement process improvements, data driven program evaluation, and reviewing submitted energy savings plans along with request for proposals.

What you will do:

- Assist with creating templates for use with energy savings plan, RFPs, measurement and verification reports, etc.
- Conduct market / ESPC industry research to help inform policy decisions.

- Work on the Strategic Energy Management Program and educate others about energy management principles.
- Assist in outlining construction best practices and refining current practices in the state
- Assist with preparation related to stakeholder engagement.
- Help with an energy performance contracting awareness campaign.
- Assist in producing engaging content for our newsletter, website, external media sites, etc.

What you will learn:

- How to gather large data and glean meaningful information to determine deficiencies in building energy consumption.
- How to work with a variety of stakeholders, including NJ State employees from various disciplines.
- How to review energy savings plans for performance contracting and the request for proposals utilized in the industry.
- How to create informational and instructional materials.

What we'd like to see:

Note: Not all qualities are required to be considered, however if you do have them, let us know. It's how we will choose whom to move forward!

- Creativity, imagination, and the ability to take initiative and bring fresh ideas to the SES Team.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to effectively work in teams and independently
- Excellent organizational skills- prioritize tasks, follow timelines, and meet project deadlines.
- Ability to research projects and present conclusions to the team.
- Ability to problem-solve and make decisions – critical appraisal skills.
- Knowledge of ArcGIS or QGIS software and/or principles and practices of GIS and geographic analysis, various geographic databases, and mapping would be useful.
- Knowledge about energy engineering principles and calculations, such as heat transfer, power and efficiency.
- Proficiency in MS Office programs, such as PowerPoint, Word, etc.
- Advanced Excel skills.
- Experience using ENERGY STAR Portfolio Manager.
- Ability to use web conferencing services such as Zoom or MS Teams.

Education/Experience: Recent graduates or current graduate or undergraduate students with at least two (2) years of college experience, from an accredited college or university. BPU will work with an educational institution's cooperative education office to enable students to obtain college credit upon request.

Estimated Project Duration and Work Schedule: The NJBPU requires interns to work a minimum of 10-20 hours per week (varies depending on semester) in-person. An extension into the next session will be taken into consideration.

Note: We invite members of all diverse communities to join our workforce as we endeavor to best serve New Jerseyans from every background. We believe that by welcoming differences, encouraging new ideas and views, listening to and learning from each other, and providing opportunities for professional enrichment we are better able to serve those around us.

To Apply: Please submit the following to humanresources@bpu.nj.gov: resume; brief writing sample; most recent transcript (unofficial copy acceptable); Personal Relationships Disclosure Form ([Click Here](#)) and three references (name and phone number for either professional or educational contacts).

In the subject line, please follow the format of “NAME [first last], Semester Year [i.e. Summer 2025], and Division [i.e. Reliability and Security] Intern Application”.

Note: Interns must be New Jersey Residents or attend a New Jersey college or university.

Visit us at: <https://nj.gov/bpu/>

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.