



## Governor's Energy Office

### **JOB DESCRIPTION** **Governor's Energy Office Weatherization Program Utilities Intern**

#### **Objectives:**

Assist the GEO Weatherization Program in taking advantage utility incentives available in Colorado.

#### **Activities Include:**

- Identify all utility incentives applicable to services that our weatherization program provides
- Understand and compile a description of all incentive application processes
- Train relevant weatherization agency and GEO staff on rebate application procedures
- Identify opportunities for increased partnerships with utilities

#### **Successful Candidates Will:**

- Have a basic understanding of utilities in Colorado
- Have a basic understanding of the GEO Weatherization Program, and the services we provide.
- Be proficient in Microsoft Office Suite
- Have excellent writing and editing skills
- Ability to work well with a diverse group of individuals
- Be organized and possess superior time management skills
- Demonstrate initiative and be able to move forward on tasks and projects with little supervision
- Have professional communication skills
- Dedicate a minimum of 10 hours per week and be available for evening, weekend events
- Begins ASAP; end date TBD with opportunity to extend commitment to another project

**Interested Candidates should complete the GEO's Internship Application and note interest in this position in cover letter.**