



## Clean Energy Business Network Seeks a Business Development Intern Spring-Summer 2018

The Clean Energy Business Network ([www.cebn.org](http://www.cebn.org)), a membership association of small- and medium-size businesses working across the clean energy economy, seeks a Business Development Intern to assist with business support services and member recruitment. The ideal candidate is an undergraduate/graduate student or recent graduate with a strong background in business, communications, or energy. This internship will provide an excellent opportunity to learn about the clean energy business landscape and contribute to the success of small companies working across the renewable energy, efficiency, natural gas, and advanced transportation sectors. The start date for this internship is flexible, but a commitment of 6-8 weeks is expected. An intern with capacity to work on a limited basis of a few hours per week before the spring semester ends would be ideal.

### Duties:

- Research federal, state, and private funding opportunities for clean energy businesses, develop brief explanations, group into curated categories, and format for web posting and emails
- Accompany staff to meetings with federal agency officials to better understand their programs for small businesses, and draft blog posts summarizing these opportunities
- Research small businesses working in energy and draft customized recruitment messages
- Compile information on existing members' technologies and target markets
- Track membership metrics and regularly update a recruitment report
- Research other clean energy funding databases that may be of interest to CEBN members

### Time Commitment:

- The ideal candidate should be available to start as soon as possible on a limited basis (i.e., a few hours per week while finishing the school year) and continue for 25-40 hours/week over the summer, for 6-8 weeks
- Most work will be done remotely, but the ideal candidate should be located in the metro DC area or able to relocate for at least part of the summer to be available for in-person meetings with agency officials
- At least some of the intern's hours should be on a set schedule during normal business hours to be available for "on-call" urgent tasks
- Stipend: \$1,500-2,000 depending on total time commitment finalized in our arrangements

### Requirements:

- Excellent communications skills and proficiency with Excel required
- Familiarity with business lifecycle stages and growth is preferred
- Understanding of energy technologies or federal agencies a plus
- Familiarity with WordPress or HTML a plus

### Application Process:

- Please email your resume and cover letter to [cebn@cebn.org](mailto:cebn@cebn.org) by Monday, April 16.
- The top 3 candidates will be asked to complete a brief exercise (~15-20 minutes) similar to the job requirements to inform our final selection.