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## **NEVADA GOVERNOR'S OFFICE OF ENERGY**

### **Student Internship Opportunity**

#### **Mission Statement:**

The mission of the GOE is to ensure the wise development of Nevada's energy resources in harmony with local economic needs and to position Nevada to lead the nation in renewable energy production, energy conservation, and the exportation of energy. The GOE implements the laws of the State as defined in Nevada Revised Statutes 701 and 701A; manages energy-related programs; facilitates cooperation between key stakeholders; advises the Governor on energy policy; and collaborates with our local, regional, and federal partners to ensure a reliable and sustainable energy system.

#### **Position Description:**

Intern works under the supervision of the Governor's Office of Energy staff rotating through Administration, public information, renewable energy and energy efficiency to support all of the Agency's needs, which may include:

- Research common inquiries regarding general laws, Nevada Revised Statutes, websites, and perform analyses as needed.
- Conduct constituent outreach – including assisting program participants and accompanying staff to meetings and events.
- Assist with various program tasks: [http://energy.nv.gov/Programs/Active\\_Programs/](http://energy.nv.gov/Programs/Active_Programs/)
  - LEED – Leadership in Energy and Environmental Design
  - HEROS – Home Energy Retrofit Opportunity for Seniors
  - DEAL – Direct Energy Assistance Loan
  - State Owned Building Benchmarking
- Assist with development of content for the Governor's Office of Energy website.
- Monitor and compile articles from news organizations and social media.
- Assist in various administrative tasks as required.
- Other duties as assigned.

#### **Qualifications/Requirements:**

- This position is unpaid and requires a minimum commitment of 90 hours to be completed in 8 weeks for internship credit.
- Excellent writing and verbal communication skills.
- Ability to manage multiple projects to the successful completion of each.
- Professional appearance and decorum.

Interested candidates should email resume and cover letter to: Robin Isaacs @ [isaacs@energy.nv.gov](mailto:isaacs@energy.nv.gov)