Multi Family Weatherization Assistance Program Intern
P.E.A.C.E., Inc.

Regional Internship Program: Summer 2023
Fink Career Development Program

Organization Overview: Incorporated in 1968, PEACE, Inc. is a federal designated Community Action Agency (CAA) that serves nearly 10,000 clients in Syracuse, Onondaga County, and portions of Oswego County. With a guiding principle of “Maximum Feasible Participation,” or the concept that those who are served by the CAA must also be involved with the organization’s decision-making processes, the agency pursues a mission to “help people in the community realize their potential for becoming self-sufficient.” It does so through 9 antipoverty services; this internship will be in the Department of Energy and Housing.

Internship Description: As part of the Energy and Housing Services Program, the Intern will:
• Accompany auditors on field visits to gather data and mental impressions of all assigned projects.
• Assist auditing staff with diagnostic testing of heating equipment and various building components.
• Write descriptive, technical executive summary to be submitted to an HCR (Homes and Community Renewal) representative with the assistance of engineers for review and revision if necessary.
• Assist auditing staff to create whole building simulation computer models of assigned projects.
• Compile and analyze fuel data for the assigned projects.
• Comply with agency and program rules and regulations.

Qualifications:
• Must have excellent writing and word processing skills;
• Candidate will be required to work with large property management companies and real estate developers;
• Candidate will be a highly motivated individual with the ability to absorb knowledge and stay focused on task;
• Must be willing to learn the technical, financial, policy and procedural issues involved in engineering and delivering energy-related services to multifamily buildings;
• Must be able to grasp and communicate engineering concepts;
• Must be able to work independently and have good organizational, interpersonal and communication skills;
• Must be willing to acquire new technical skills and attend training programs to meet the ever increasing demands of the program;
• Experience in Microsoft Word and Excel is required.

Additional Internship Information:
• Internship period: June -August; approximately 10-11 weeks
• Approximate hours per week: 30 (330 hours total)
• Internship location: 217 South Salina Street, 2nd Floor, Syracuse, NY 13202
• As a non-profit/government organization, this internship stipend is completely funded through the ESF Career Development Program; the hourly wage for this position is $15 per hour ($5,000 total stipend).

Interested in applying? Regional Internship Program Application