



**Position(s):** Market Intelligence Analyst Interns  
**Multiple positions available**

**Eligibility:** Current undergraduate students

**Terms:** Full-time, Hourly, Temporary (Jun 1 – Aug 31)

**Location:** Los Angeles, CA

**Compensation:** \$15.00/hour

**Application Deadline:** May 20, 2017

### **COMPANY DESCRIPTION**

The Energy Coalition (TEC) is a California-based 501(c)3 nonprofit with over forty years' experience in partnering with communities, public agencies, private companies, educators and policymakers to design and implement sustainability strategies. As a social change organization, TEC's mission is to create an abundant and healthy world by inspiring others to take responsible environmental actions. Working through our three core service areas - energy policy leadership, engagement and education, and smart energy solutions - we collectively achieve valuable environmental savings that benefit everyone.

TEC's team consists of passionate self-starters who are motivated by their commitment to creating a sustainable future. We nurture the professional growth of our employees by offering opportunities for staff to apply and develop their skills, encouraging staff to learn from one another, and through in-house training and professional development funds to build expertise. TEC strives to create a great working environment that is open, flexible and collegial. While TEC's team works hard to tackle challenging and meaningful work we also take time to celebrate our successes. If you are looking to join a high performance organization focused on achieving a sustainable future, apply today!

### **POSITION DESCRIPTION**

TEC is seeking two Market Intelligence Analyst interns to support our Strategic Initiatives group by performing market research and analysis to support TEC's business initiatives. The interns will work closely with the Director to perform research about the market including the regulatory environment, competitive landscape and emerging trends to support the strategic planning process. The ideal candidates will have an understanding of market research methods and market analysis with a passion for sustainability. We are looking for current undergraduate students majoring in business or similar area of study.

### **JOB RESPONSIBILITIES**

Responsibilities may include, but are not limited to:

- Conduct market research related to the energy industry
- Support competitor, market and customer analyses
- Research national and state energy policies
- Support program streamlining efforts

- Participate in strategic planning discussions and manage relevant follow-up actions
- Present findings to Director and other internal audiences
- Data entry and data tracking
- Prepare summary reports
- Serve as a company-wide resource for TEC

## **QUALIFICATIONS**

- Current undergraduate students pursuing an undergraduate degree in Business Administration or similar
- Knowledge or interest in energy industry, energy efficiency, and/or green building practices preferred
- Familiarity with market research methods
- Able to work independently and navigate the broader organization to get results in a timely manner
- Possess strong analytical skills
- Proficient in writing reports and business correspondence;
- Ability to perform required project tasks independently;
- Good project management skills - Ability to prioritize and handle multiple tasks; Ability to complete assignments in a thorough, accurate and timely manner
- Experience with Google Apps including Gmail, GDrive, and Google Spreadsheets preferred.

## **COMPANY EXPECTATIONS**

- Ability to work comfortably in a collaborative environment and make high contributions to the team and program in a fast paced environment
- Be proactive and have excellent problem-solving skills with the ability to identify and define the problem, develop solutions, exercise good judgment and make decisions
- Intrinsic sense of high moral code and ethical conduct, and ability to use discretion with confidential information
- Passion for energy efficiency and environmental conservation
- Strong attention to detail that results in concise, consistent work production
- Familiarity with Microsoft Office suite Excel, Word, and PowerPoint
- Professional appearance and demeanor.

## **WORK ENVIRONMENT**

This position requires work in normal office conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **COMPENSATION**

This is a paid internship at a rate of \$15.00/hr. Position is not eligible for company benefits.

## **TO APPLY**

To apply, submit a letter of interest and resume to [jobs@energycoalition.org](mailto:jobs@energycoalition.org) with subject line "Market Research Intern". Position is open until filled with start date in early June 2017.

The Energy Coalition is an Equal Opportunity Employer and strives to reflect the diverse community it serves.

Posted 5/11/17