



### **Internship Description – Clean Energy Data Analyst**

Newport Renewables (NPTRE) is seeking a Clean Energy Data Analyst to learn and implement select back-office processes used by NPTRE to develop and build its clean energy projects. As a Clean Energy Data Analyst with Newport Renewables, you will be responsible for completing a variety of tasks that are critical to the operation and success of the company. The position will require working on multiple projects simultaneously, while maintaining excellent communication and attention to detail. You will be part of a growing team of young, enthusiastic and hard-working professionals, in a collaborative, fast-paced environment.

### **Responsibilities**

- Analyze & estimate energy use using electric bills and solar monitoring systems;
- Prepare conceptual solar PV system designs and financial analyses;
- Using historical data, prepare analyses for solar projects on a granular level;
- Assist accounting team in the recording of transactions, as needed;
- Assist accounting team with historical financial and other analyses;
- Prepare grant and utility interconnection applications;
- Research incentives, ordinances, and policies that affect projects;
- Prepare project operation and warranty manuals upon project completion;
- Assist with administrative tasks such as phone and email answering, document control, updating internal company documents and planning outings;
- Assist with company update emails, social media and marketing efforts

### **Required Qualifications**

- High school diploma;
- Valid driver's license;
- Strong written and verbal communication and interpersonal skills;
- Strong basic mathematical and quantitative skills;
- Detail oriented, thorough, excellent organization and project management skills;
- Ability to multitask and work on several projects at the same time;
- Proficiency with Microsoft Office suite;
- A desire to exceed industry standards and constantly improve;
- Legal authorization to work in the U.S. is required

### **Compensation and Benefits**

Newport Renewables is offering \$20/hour for this internship. There are no benefits for interns other than the state required accrual based sick and safe leave, which can be used after 90 days of employment with the company.

### **Location**

Newport Renewables is currently located in Wakefield, Rhode Island. This is a 100% in-office position.

If you have a desire to learn and succeed, and are interested in joining Newport Renewables' growing team of passionate professionals, please email a resume and cover letter indicating your experience, area of interest, and ability to fulfill the role of the Energy Analyst. Thank you for your interest in Newport Renewables.

*Newport Renewables is an equal opportunity and affirmative action employer.*