



Job Title: Solar Project Management Intern

Location: On-Site (various solar project locations in MA and RI) and Virtual

Duration: May 27, 2025 - August 19, 2025 (flexible)

Hours: Full-Time (summer)

Compensation: \$22.50/hour with travel reimbursement. Also receive paid OSHA Training and Certification.

About Us:

CSG Developers LLC dba Commercial Solar Guy (CSG) is a leader in developing and constructing commercial solar projects in RI, MA, and various states throughout the U.S. CSG has decades of experience providing sustainable solar solutions for commercial rooftop, ground mount, and carport projects. CSG has also developed utility-scale solar projects and has a residential arm, Whaling City Solar, which installs solar projects throughout southeastern MA. CSG's main mission is to make clean energy more accessible and affordable to businesses, while reducing the environmental footprint. We pride ourselves on our innovative approach and the expertise of our team, who are passionate about creating a greener future.

Position Overview:

We are seeking a highly motivated and detail-oriented **Solar Project Management Intern** to join our team this summer. This internship offers a unique opportunity to gain hands-on experience managing solar energy projects, from design and installation to completion, within a fast-paced and dynamic industry. As an intern, you will work closely with experienced project managers and engineers and gain exposure to various aspects of solar project management, including designing, budgeting, scheduling, procurement, and client relations.

Key Responsibilities:

- Assist with project planning and coordination for commercial solar installations.
- Support project managers in overseeing the day-to-day operations of solar projects, ensuring they are completed on time, within scope, and on budget.
- Help monitor project timelines, track milestones, and ensure project goals are met.
- Assist in coordination with vendors, subcontractors, and suppliers to ensure timely delivery of materials and services.
- Assist in the preparation and review of project proposals, contracts, and other documentation.

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- Participate in site visits and inspections to assess project progress, quality, and safety compliance.
- Assist with data collection, analysis, and reporting related to project performance and cost tracking.
- Support the team in identifying and resolving any issues or delays that may arise during the project lifecycle.
- Contribute to maintaining strong client relationships by providing timely updates and ensuring customer satisfaction.
- Receive solar design software training (Helioscope and Solesca) by in-house CSG designers.
- Assist in creating some light CAD drafting for permit and construction drawing sets such as PV layout and single line diagram.

Qualifications:

- Currently enrolled in or recently graduated from a degree program in Engineering, Environmental Science, Sustainability, Business, or a related field. Preference given to 3rd, 4th year or graduate students.
- Strong interest in renewable energy and solar technology.
- Excellent organizational and time management skills, with the ability to prioritize tasks.
- Strong communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint); experience with project management software and CAD is a plus.
- A proactive, problem-solving attitude and attention to detail.
- Previous experience or coursework in project management, construction, or renewable energy is a plus but not required.

Benefits:

- Hands-on experience in the growing field of solar energy and renewable technologies.
- Opportunity to work with experienced professionals in the solar industry.
- Networking opportunities with industry experts and professionals.
- Mentorship and career development support.
- Potential for future full-time employment
- Receive training and certification in Occupational Safety & Health Administration (OSHA)

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