



**Madison Environmental Group, Inc.**  
25 North Pinckney, Suite 310  
P.O. Box 1607  
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## Green Building Intern Position Available

Deadline for Application May 25, 2009

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Madison Environmental Group, Inc. is an interdisciplinary, team oriented research and consulting firm. We help clients and communities to create economic advantage and reduce environmental impact through sustainable building and operations.

### Job Description

We are looking for a Green Building Intern to support our LEED® AP certified consultants in their research and client work. This is an excellent opportunity for an individual who is interested in learning more about Green Building, Leadership in Energy and Environmental Design (LEED®) Certification, and construction and deconstruction waste recycling management.

The position requires the Intern to be fast-working, professional and attentive to details. We are passionate about providing an educational experience to the right person, while encouraging any ideas that might add value to our services.

### Duties will include:

- Monthly construction/deconstruction waste material tracking and reports
- Maintain and expand existing green building materials database
- Assist in green materials research and sourcing
- LEED® documentation for clients
- Construction site visits to monitor recycling efforts and LEED® compliance
- Archiving material tracking forms and databases
- Other activities, as assigned, to further the green building objectives of Madison Environmental Group, Inc.
- Miscellaneous office duties, such as fielding phone calls and scheduling appointments

### Desired Qualifications:

- Current, successful undergraduate or graduate student in environmental studies, civil engineering, architecture or business
- Strong interest in green building, LEED and construction waste recycling management
- Effective written and oral communication, organizational, and interpersonal skills
- The ability see a project through to completion
- Strong research, analytical, writing, and verbal skills
- Enjoy working independently with some degree of flexibility
- Demonstrable passion for the environment and sustainable living

## Logistics

- This is an unpaid internship. However, a \$500 stipend may be awarded upon successful completion of the internship. Find out if you're eligible for supplemental grant funding or receiving course credit for this work.
- Minimum of 8 hrs/week in Madison Environmental Group's office on the Capitol Square.
- This is a one year internship. Semester-length appointments may be considered.

## To Apply

To apply, email a resume and cover letter to Jonathan Tupper, Associate Sustainability Consultant, [jonathan.tupper@madisonenvironmental.com](mailto:jonathan.tupper@madisonenvironmental.com). Resumes will be accepted until **May 18, 2009** (or until position is filled). Please send the cover letter and resume as an attachment. In your cover letter, highlight aspects of your experience and interests that are relevant for this position.

About: Madison Environmental Group, Inc.

Madison Environmental Group, Inc. is an interdisciplinary consulting firm assisting businesses and individuals with innovative resource and cost saving solutions that contribute to a healthy community and environment.

## About EnAct

EnAct is a sustainable living outreach program offered throughout Wisconsin by Madison Environmental Group, Inc. With access to a wealth of guidance and resources – staff expertise, an interactive website, and a new edition of the program guidebook, *EnAct Steps to Greener Living* – individuals or self-directed teams take steps to: conserve energy, waste less, conserve water, drive less and eat well.