



**Madison Environmental Group, Inc.**  
25 North Pinckney, Suite 310  
P.O. Box 1607  
Madison, WI 53703  
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## **Green Building Intern Position Available**

**Deadline for Application September 13, 2010**

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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 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:

- Complete monthly construction/deconstruction waste material tracking and reports
- Maintain and expand existing green building materials database
- Assist in green materials research and sourcing
- Complete LEED® documentation for clients
- Visit construction sites to monitor recycling efforts and LEED® compliance
- Archive material tracking forms and databases
- Perform other activities, as assigned, to further the green building objectives of Madison Environmental Group, Inc.
- Field phone calls schedule appointments and perform miscellaneous office duties

### Desired Qualifications:

- Current undergraduate or graduate student in environmental studies, engineering, architecture, construction management 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
- Passion for the environment and sustainable living

**Logistics**

- This is an unpaid internship. However, we offer a \$500 per semester stipend. If you're eligible for supplemental grant funding or receiving course credit for this work we would be happy to assist in any way possible.
- Minimum of 10-12 hrs/week in Madison Environmental Group, Inc.'s office on the Capitol Square.
- This is a one year, fall and spring semester internship.

**To Apply**

To apply, email a resume and cover letter to Leah Samson-Samuels at [leah.samson-samuels@madisonenvironmental.com](mailto:leah.samson-samuels@madisonenvironmental.com). Please cc Sonya Newenhouse at [sonya@madisonenvironmental.com](mailto:sonya@madisonenvironmental.com).