

Organization Name:	Taitem Engineering, PC
Web Address:	www.taitem.com
Project 1: <i>Data Intern</i>	
Project Description: Taitem's is seeking LEED certification for our 110 South Albany St. location. Our performance period for certification started in the month of July and will continue until the end of the year.	
Sustainability Intern's Role: The project for our intern would be to work under the supervision of our energy analysts and help maintain our LEED credits database. The intern would also assist with researching LEED credits and our applicability, prompting employees with surveys of their daily activities and recording their responses, tracking sustainable purchasing, and other various tasks associated with gathering and collecting data surrounding our LEED certification goals.	
Skills or Education Required: Proficient in Microsoft Excel and Word, strong communication skills, High school applicants considered, but some college preferred.	
Total Project Hours or Weekly Time Commitment: 10-20 hours	
Internship Duration (check all that apply): Spring Semester Fall Semester X Summer	
Intern Workspace: The organization has office space to host an intern, who will work under staff supervision.	
Funding: This is a volunteer position.	