

# JOB DESCRIPTION

Upper Columbia Conference of Seventh-day Adventists

<b>Job title:</b> Building Energy Management Intern	<b>Department:</b> Trust Services and Corporation
<b>Category:</b> Full-Time, 38 hrs/wk (summer internship)	<b>Wage grade/range:</b> \$19.00 to \$21.00
<b>Date written:</b> May 2026	<b>Supervisor's title:</b> Corporation Treasurer

**POSITION SUMMARY:** The Building Energy Management Intern is a summer position designed to provide practical, real-world experience in industrial requirements for various church and school buildings. Under the guidance of the Corporation Treasurer, the intern will assist with creating energy compliance documentation in accordance with Washington and Oregon regulations, specifically, Energy Management Plans (EMP) and Operations & Maintenance Programs (O&M).

**AUTHORITY, ACCOUNTABILITY:** Authority as delegated by the supervisor(s). Work is performed with limited supervision. Responds to own supervisor(s). There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently.

**ESSENTIAL JOB FUNCTIONS:** Perform tasks as assigned by the Corporation Treasurer. These assignments are intended to support the organization while providing opportunities to develop and strengthen both existing and new skills. Duties may include, but are not limited to:

- Assist in completing EMP and O&M documentation for 20 plus buildings in Washington and Oregon to meet building energy compliance.
- Work with engineering contractor, verifying documentation compliance with state requirements.
- Meet with a point of contact at each building location, creating these working documents and explaining how the criteria needs to be met.
- Other duties as assigned or needed

**SKILLS AND SPECIAL REQUIREMENTS:**

- Enrolled in or have completed a degree in Mechanical Engineering or other engineering or architectural degree. Other areas of education that may be considered would include Industrial Arts with a focus on Building Management or Business Administration.
- A Seventh-day Adventist member in good standing.

**APTITUDE AND KNOWLEDGE:**

- Must enjoy working with people and be able to patiently solve problems.
- Must exhibit initiative

- A good communicator (verbally and in writing), who is respectful with co-workers and clients
- A team player among departmental staff in the office, and with outside personnel
- The ability to meet deadlines/appointments in a timely way
- Adaptable, able to evaluate priorities and aid supervisor in planning and organization.

**PHYSICAL REQUIREMENTS:** Must be able to use a keyboard, lift and carry computer and other equipment. Occasional lifting up to 30 pounds. Must be physically mobile in a variety of environments, and to able to read, speak, hear, reach, and grasp. May be required to travel to building locations within the Upper Columbia Conference.

**BENEFITS:** As full-time, non-exempt, summer intern, this position is eligible for the following benefits:

- Paid Sick Leave

*Upper Columbia Conference Idaho and Washington locations are not eligible for Unemployment Benefits.*