Summary:
The City adopted an energy benchmarking and disclosure ordinance in November, 2016 that requires the owners of buildings with more than 20,000 square feet of floor space to benchmark the energy performance of their buildings and disclose it to the City using the Energy Star Portfolio Manager reporting tool. Through the ordinance the City seeks to encourage property owners to understand the amount of energy used in their buildings and to encourage them to improve building performance. The first reporting date for private properties is December, 2018.

The fellow will receive training about the use the EPA’s Energy Star Portfolio Manager program. He or she will also learn about the benefits of energy efficiency, and research financial and technical resources available to building owners who wish to make their buildings more energy efficient. The fellow will correspond with affected property owners in order to explain the ordinance, create records documenting contact with stakeholders, and create a portfolio of materials including letters to affected businesses, printed educational materials, and web content.

Deliverables:
- Correspondence with stakeholders
- Templates for outreach material that will inform property owners of reporting requirements
- A web page that will provide ongoing information about the ordinance and serve as the repository of submitted reports
- Presentation of information about energy benchmarking to affected stakeholders

Impact:
The City of Portland is one of a small group of cities nationally that has adopted a mandatory energy benchmarking and disclosure ordinance. Material developed as part of this project will ensure a successful implementation of the ordinance and may serve as a resource for other communities in Maine and across the country.

Location: City of Portland, Portland, Maine
Time commitment: 40 hours per week, June 4-August 17, 2018
Compensation: $6000 stipend
Desired Qualifications:
- A background in public policy and/or communications is preferred
- Previous experience working with a government agency or working with energy/energy efficiency would be helpful
- Ability to explain legal and technical information to a general audience in writing and verbally
- Experience with word processing and spreadsheets
- Ability to learn software applications including Energy Star Portfolio Manager and the City of Portland’s program for creating web pages (training provided)
- Interest in energy efficiency and public policy

UNHSI Sustainability program eligibility:
Graduate students, exceptional undergraduate students, and recent graduates are eligible. We will encourage, but not require, an academic sponsor or reference for each fellow, and where possible we will ask that course credits are awarded.

Supervision, Training, Mentoring and Evaluation:
This fellow will receive supervision from Troy Moon, City of Portland Sustainability Coordinator, as well as mentoring and extensive professional development offerings from UNHSI.

Fellows will be expected to participate in the following MANDATORY events:
- A three-day, two-night orientation in Durham, NH, May 29-31. Lodging and meals will be provided. A limited number of travel scholarships will be available to assist with transportation to Durham.
- Weekly webinars during the course of the 10-week fellowship.
- Midterm project presentations to UNHSI staff, faculty and relevant project partners in Durham, NH, July 12. Travel support provided.
- Final project presentations to UNHSI staff, faculty and relevant project partners in Durham, NH, August 10. Travel support provided.

Apply by February 14 at www.sustainableunh.unh.edu/sustainability-fellows.