



Argento / Graham Internship Description

Job Title	<i>Project Management Intern</i>
Reports to	<i>Project Manager</i>

Job Purpose

To assist the project manager in overseeing and implementing green building and sustainability services for a diverse portfolio of projects in order to integrate environmental stewardship, occupant wellbeing, and sound economics.

Internship Program Description

The A/G internship program has a duration of 10-11 weeks with the option to extend the tenure of the internship upon review. A/G interns work and are compensated on an hourly basis, and must complete between 12- 24 hours per week. Explicit permission must be received on a case-by-case basis from an A/G Principal for any hours worked over 24 per week. Interns shall not work more than 8 hours in a single day. Interns are based out of the A/G office and are required to work 9:00am – 6:00pm (with a one hour break for lunch) – the intern shall coordinate with the Principal or Project Manager to determine what 3 days Monday through Friday for which they are expected to report to the office. Though the intern will create and maintain a regular schedule of attendance in the office, flexibility will be granted whenever necessary and reasonable.

Duties and Responsibilities

- Coordinate with Project Manager in meeting the goals of the project work plan to ensure that all deliverables are on time and at the required level of quality.
- Assist in coordinating with project team members through providing guidance and direction on designing and constructing to applicable green building standards.
- Document and review LEED credits at regular intervals and prior to USGBC submittal in collaboration with other project management staff.
- Develop forms, reports, presentations, memorandums or other internal and client-facing materials to document activities and results.
- Perform research, evaluate and provide recommendations on cost-effective measures to drive a project toward its goals. This includes materials research, design, construction, and operational best practices.
- Prepare and maintain project checklists and ensure tracking tools are up to date.
- Write 3-5 blog posts on relevant green building or sustainability subject matter to be published

on A/G's website and distributed through social media channels.

- Keep abreast on new and advancements in green building technologies and trends, including but not limited to healthy building materials, renewable energy, building monitoring, water treatment, and energy efficiency measures.
- Communicate and document any discrepancies between the as-designed project and what the LEED Rating System requires to Project Manager and impacted project team members.
- Maintain strong, client-centric approach to project management and delivery
- Understand ethical behavior and business practices as it relates to self, clients, and partners, and behave in accordance with these standards ensuring that professional conduct aligns with the values of the organization.
- Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Be receptive and open to feedback.
- Positively influence others to achieve results that are in the best interest of the organization.
- Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Assure quality by reviewing others' work and vice versa to ensure its alignment with the project goals, client expectations and quality standards.

Qualifications

- Pursuing or achieved Bachelors degree in architecture, engineering, environmental sciences or related field
- Demonstrated interest in sustainable design principles
- Familiarity with the LEED Rating Systems and/or other green building standards, including CALGreen
- Familiarity with the building design and construction process
- Ability to manage multiple projects and tasks at any given time
- LEED Green Associate or Accredited Professional preferred
- Proficiency with MS applications, Google Work apps including email, voice, calendar