



**ACCEPTING APPLICATIONS FOR:  
Energy Analyst Intern (with potential for full-time position)**

**Job Req: 82**

**Email applications to [resumes@frontierassoc.com](mailto:resumes@frontierassoc.com). Email applications must include “Job Requisition FRONT 82” in the subject line to avoid relegation to our junk email folder. Frontier will not be held responsible for submittals that do not include this designation. Email applications accepted only, no phone calls or site visits. Frontier is an equal employment opportunity employer.**

**Job Overview:**

Frontier Associates LLC (Frontier) is seeking an individual with solid research, analytical, and writing skills who is interested in learning about the design, implementation, regulation and analysis of energy efficiency and renewable energy programs. Experience in the energy sector is advantageous, but not required. A strong desire to learn and the ability to work independently are paramount to success.

In this position, you will work directly with Frontier’s consulting and engineering teams to conduct research and data analysis supporting the development and evaluation of energy efficiency programs for our clients, governmental entities, and internal staff members. Actual tasks may vary from week to week, as clients’ needs arise and project priorities shift. As a result, flexible, team-oriented individuals with a desire to take ownership of tasks with moderate oversight will enjoy Frontier’s work pace.

A broad range of skills are required, including, but not limited to: the ability to develop Excel spreadsheet tools, create/edit/analyze large data sets, provide concise written reports, produce PowerPoint presentations, interact with clients/interested parties via email and telephone correspondence, and maintain Frontier-supported client websites (using a content management system; no previous experience required).

A familiarity with electric utility operations, the structure of the deregulated Texas market for electric energy delivery, and the scheduling and delivery of electricity from generation to end-user in ERCOT would be advantageous, though not required.

**Primary Tasks:**

- Data gathering and reporting on our clients’ energy efficiency program results
- Learning and conducting cost-effectiveness analyses using spreadsheet based models
- Evaluating energy efficiency programs impacts
- Assisting with the development of energy efficiency program design
- Researching topics as assigned

**Skills:**

- Highly proficient in Microsoft Excel and Word
- Available a minimum of 30 hours per week
- Excellent interpersonal, verbal, and written communication skills. High proficiency in English technical writing for general audiences
- Sound critical thinking skills; ability to translate broad objectives into specific tasks
- A spirit of entrepreneurship and initiative, creativity, self-confidence, and a strong work ethic.

## **Who We Are**

**Engineers. Consultants. Economists. Developers. Dedicated to providing expert insight, advice and outstanding results to our clients nationwide. Energized to make a real difference.**

Established in 1999, Frontier is a leading consultant to the electric and gas industry in the areas of energy efficiency and demand side management.

Our team of approximately 40 people currently provides consulting services to electric and gas utilities across the US and Canada who are increasing their investments in energy efficiency through the provision of financial incentives and the sponsorship of market transformation initiatives to increase customer adoption of efficient technologies.

Frontier helps these utilities to assess the potential of energy efficiency improvements in their respective service area, demonstrate the cost-effectiveness of their energy efficiency programs, and design effective approaches to program marketing and delivery.

**Our work is focused in three main sectors:**

**1. Implementation**

- Frontier offers turnkey design, evaluation, implementation and support of a wide variety of innovative energy and water efficiency and renewable energy programs.

**2. Consulting**

- We conduct expert statistical analyses, research and potential studies to identify water and energy savings opportunities likely to yield environmentally and economically profitable results.

**3. Engineering**

- Frontier's engineers tailor evaluations of energy and water efficiency measures and programs, including real-time pricing programs, to our customers' unique markets and service areas.

## **Benefits**

Benefits from Frontier Associates LLC include: a flexible work environment and competitive compensation. Potential for a full-time position may be considered at the end of the internship.

## **Location**

1515 South Capital of Texas Highway, Suite 110, Austin, Texas 78746

For more information please visit our website: [www.frontierassoc.com/](http://www.frontierassoc.com/)