Job Announcement

Communications Intern

Passive House Institute US (PHIUS), located in Chicago, IL, is seeking a Communications Intern.

About PHIUS:

PHIUS is a 501(c)(3) organization committed to making high-performance passive building the mainstream market standard. PHIUS is transforming the building sector by developing and promoting North American specific standards, practices, and certifications for buildings, professionals, and products to create structures that are durable, comfortable, healthy, and super energy efficient.

Founded in 2003, PHIUS has trained over 2,000 architects, engineers, energy consultants, energy raters, and builders in the passive building standard. The organization is the leading passive building research and information provider in North America. PHIUS provides training and certification to architects and construction professionals that enables them to design and build ultra-efficient residential and commercial structures, and to cut energy consumption in existing buildings by retrofitting them to the PHIUS+ 2015 Passive Building Standard. PHIUS also certifies projects through intensive design review and on-site quality assurance protocols.

The Position:

We are seeking a talented individual who can support our communications manager. Responsibilities include but are not limited to: executing specific projects (assembling newsletters), maintaining social media posts, coming up with blog ideas, assisting in marketing and organizing the annual conference, soliciting and scheduling webinars, etc. PHIUS offers a dynamic work environment in a small team setting. The successful candidate should be available at least 30 hr/week for at least 12 weeks. The pay is $12/hr.
Preferred Qualifications:

- Pursuing a degree in one of the following: English, writing, marketing, PR, design etc.
- Being flexible and proactive with the ability to communicate effectively.
- Project coordination skills.
- Proficiency with software generally, such as Microsoft Office, Google Docs, social media, web publishing (blogging), e-newsletters, CMS, and internet best practices; some technical skills (such as light html/css) a bonus.

The ideal candidate would also have:

- Interactive communications skills
- Experience with or interest in passive building, building science, and/or the energy efficiency sectors

To Apply:

Please email jobs@passivehouse.us with your resume and cover letter (.doc .docx .pdf) outlining how you meet the specific requirements of the position. Applications submitted without a resume or cover letter will not be considered.

No phone calls, please. Due to the volume of applications received we are not able to respond to every inquiry. We will only be following up with serious applicants who meet our requirements and have submitted the requested information.

PHIUS is an Equal Opportunity Employer (EEO).

For a complete list of job opportunities available at PHIUS, visit www.phius.org/about-phius/jobs.