



# Internship

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## Position Summary

SunPeak offers students and recent graduates an opportunity to participate in either a part-time or full-time internship program at our Madison, WI office. Interns take part in a rotation-based model where they learn, observe, and support several areas of our business, including project development, engineering, marketing, and operations and maintenance. By working with professionals in various areas, interns enrich their understanding of commercial and industrial solar applications, hone their interests in the broader renewable energy sector, and have a more comprehensive appreciation for SunPeak's processes.

A typical internship term is 160 hours and interns can choose to work 10-40 hours per week based on their availability. Internships can begin at any point in the year, based on the availability of department leaders. Periodically, there are opportunities for advancement and full-time placement upon program completion.

## Primary Areas of Focus:

Interns work directly with team leaders in the following areas during the program. A list of possible activities includes:

- **Sales and Project Development:** State and utility policy and incentive research; forecast modeling; preliminary proposal development; customer engagement.
- **Marketing and Community Engagement:** Contribute to the development of blog posts, educational documents, and sales literature; conduct team interviews and bio sketches; participate in other web content creation as skills/interest direct.
- **Engineering:** Assist with customer data analysis; import information from manufacturers, clients, utility, subcontractors, and other departments into engineering tools; document submittals.
- **Project Management:** Organization and distribution of project documentation; data entry; updating and maintaining inventory; assist with project logistics, including labor and materials; facilitate recruitment and onboarding of installation team.
- **Operations & Maintenance:** Compile project turnover documents; generate system performance reports; import project data to monitoring platform; parts inventory.
- **Administration:** Template management, assist with the permitting process; coordinate travel logistics; capture and share meeting minutes or other documentation; assist with contract administration details.

## Required Skills, Abilities and Attributes:

- Enthusiasm for renewable energy
- Coursework in sustainability or renewable energy
- Proficient in Microsoft Office (Word, Excel, Outlook, etc.)
- Strong work ethic
- Self-directed organizational skills
- Detail oriented
- Flexibility to take on multiple tasks in various areas
- Professional composure in all company contacts
- Strong leadership, communication, and interpersonal skills
- Authorization to work in the United States

## Compensation and Benefits

This is a paid position. Interns are compensated \$14/hour.

## More about SunPeak

SunPeak is a commercial solar PV developer headquartered in Madison, Wisconsin. We have the capability to professionally assess feasibility, design, engineer, install, commission, and maintain solar systems that provide decades of emission-free electricity from the sun. SunPeak has installed some of the largest solar projects in the Midwest and is quickly expanding its customer base throughout the nation.

Our company is built on a strong work ethic and has a team-oriented culture focused on safety and quality. In addition to providing a casual and professional workplace, SunPeak fosters a culture of collaboration and process excellence.

Solar energy is one of the fastest-growing industries in the nation with limitless potential in the future. We believe that clean energy can and should be available to everyone. If you desire to join a team of dedicated individuals and have a positive impact on our environment, you may be an excellent fit for our team.

To apply for an internship, please send a resume and cover letter to [careers@sunpeakpower.com](mailto:careers@sunpeakpower.com).