



Position Title:	Intern Analyst	Hours:	20+/wk
Reports to:	Managing Director	Pay:	Hourly + Incentive Bonus
Location:	430 N. Michigan Avenue, Chicago, Illinois	Travel:	10%

Job Summary

INBALANCE, LLC is a management consulting and professional service organization headquartered in downtown Chicago. We provide a broad range of facility related services, with core knowledge and performance delivery capability in Facility Energy Cost Reduction, Building System Optimization, Project Management, LEED and Alternative Energy Solutions.

This will be a 3 month assignment with the possibility of extension to a full time permanent role, based on performance and workload. The position of Intern Analyst is one that will have a broad range of responsibilities within the INBALANCE business operation, and will require an individual who is an outgoing self starter with an entrepreneurial mind set, good communication and computer skills, and a team player. With a limited office staff, the Intern Analyst will aid in every aspect of the business, including internal operations within the office, and externally with clients and partners.

Essential Job Functions, Duties and Responsibilities

The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required.

Operational Effectiveness

- Company Marketing, Public Relations, Proposals and Presentations
 - Work with outsourced Marketing Firm to develop a marketing plan and budget
 - Aid in the preparation of documents that support the corporate image
 - Develop a company database of client and partner contacts
 - Research prospective target clients and associated business opportunities
 - Cold calling and setting up appointments and speaking engagements for Partners
 - Research and maintain real estate and green event calendar
 - Prepare and distribute email blasts, marketing materials & update corporate website
 - Prepare articles and announcement for publication
 - Support in development of press releases and planned site visits by Press, City & State Officials
 - Aid in the development of branded materials and presentations, including Corporate PowerPoint templates, Proposal cover sheets, etc.
 - Attend industry networking events
 - Aid in business development and maintain a leads list

- To become knowledgeable of company core business functions: Facility Energy Cost Reduction, Building System Optimization, Project Management, LEED and Alternative Energy Solutions, thru internal training & research, and apply standards in daily operations

- Research market trends and innovations in the area of Alternative Energy, Sustainability and LEED.
 - Research competitors and possible partner firms
 - Research new green innovations, service offerings and products



- Research private and public grants, federal, state and local tax credits, utility rebates and other incentives in the Green Arana
- Aid in the creation of financial spreadsheets for deal analysis, and financing for projects
- Organize and help to create and compile office processes, forms etc. into a P&P manual
- Other administrative and organizational duties, including filing, answering phones, company book keeping, deposits, etc.

People, Leadership and Organization

- To deliver personal and team performance objectives
- To identify and undertake personal development plan
- To enhance team performance and communication
- To apply appropriate behaviors and actions that reflect the Vision and Values of INBALANCE
 - TOTAL TRANSPARENCY ON ALL COMMERCIAL MATTERS, WITH AN OPEN BOOK POLICY, ENSURING EXCELLENT COMMUNICATION, ACCURATE REPORTING AND COST CONTROL FOR OUR CLIENTS
 - COMPREHENSIVE AND OBJECTIVE EVALUATION OF SERVICES AND PRODUCTS THAT CREATE A BEST FIT AND BEST VALUE SOLUTION FOR OUR CLIENTS
 - ALIGNMENT ON EXPECTED PERFORMANCE OBJECTIVES, E.G. COST, ROI, SPEED, QUALITY, SAFETY, MINIMIZATION OF SITE DISRUPTION, ETC.
 - PURSUE OPPORTUNITIES ONLY WHEN WE ARE CERTAIN THAT WE WILL ADD SIGNIFICANT VALUE TO OUR CLIENTS
 - INCENTIVIZATION BASED ON PERFORMANCE OBJECTIVES

TECHNICAL COMPETENCIES REQUIRED FOR THIS JOB:

- Strong computer skills using Microsoft Office: Word, PowerPoint, Access, Excel

Working Conditions

Standard Office Environment	90 % of time
Travel Required	10 % of time

