

AIR QUALITY MANAGEMENT SERVICES – INTERN (10-20 HOURS PER WEEK)

DESCRIPTION:

Today's businesses are facing the most comprehensive and complicated suite of environmental regulations on record. At **EDGE**, we provide our clients the insight and expertise to achieve their business objectives amidst this complex landscape. We stand apart from other engineering and consulting firms by putting the client's needs at the forefront of everything we do, delivering innovative and responsive solutions across multiple practice areas.

EDGE is seeking a motivated intern to join our Air Quality Management Services practice temporarily in our **HOUSTON, TX** office for the Spring 2025 semester or Summer 2025. As a member of the team, you assist clients in all aspects of air permitting and compliance, while adhering to project deadlines and budgets. This includes preparing technical documents and maintaining professional verbal and written communication with clients and regulatory agencies.

As an intern, you will assist Project Managers and Senior Project Specialists in the preparation of technically detailed air permit applications and compliance reports with high attention to detail, while thriving in your ability to balance multiple projects simultaneously. You will demonstrate a substantial knowledge of project details when interacting directly with major energy, manufacturing and chemical industry clients, as well as applicable regulatory agencies. Additionally, you will work closely with your fellow team members to ensure the timely completion of a technically sound project within budget.

As an intern at **EDGE**, you will utilize your well-developed communication and cognitive skills in the preparation of reports and presentations. During your internship you will develop by receiving formal and informal coaching and by participating in the many training opportunities provided by the company.

RESPONSIBILITIES:

- + Assist with the preparation of technically-detailed air permit applications/registrations for submittal to federal and state agencies. Tasks could include:
 - Preparing emission estimates using approved state and federal calculation methodologies.
 - Working with GIS professionals to create maps.
 - Create process flow diagrams using Microsoft Visio.
- + Learn and apply existing, new, and proposed regulations as they relate to clients.
- + Prepare annual emissions reports such as state emission inventories and greenhouse gas (GHG) reports.
- + Assist clients with ongoing federal, state, and local air quality compliance.
- + Conduct air quality impact analyses that may involve the use of air dispersion modeling software (SCREEN3, AERMOD, etc.).

MINIMUM QUALIFICATIONS:

- + 90 credit hours completed.
- + Working towards Bachelor of Science undergraduate degree at an accredited university and demonstrated interest in the environmental field.
- + Minimum 3.0 GPA preferred.
- + Familiarity with Microsoft Office suite (e.g., Excel, Word, PowerPoint).
- + Excellent oral and written communication style.
- + Problem solving and creative thinking abilities.
- + Ability to balance multiple projects at a time under tight schedule constraints.

CANDIDATE ATTRIBUTES:

EDGE strives to hire and retain the best and brightest candidates in the marketplace. To be selected for this position, the candidate must possess exceptional interpersonal skills and outstanding oral and written communication skills allowing positive internal, client and contractor relationships. Excellent technical writing skills for permit applications and reports are required, as are outstanding problem-solving abilities. The selected candidate will demonstrate passion for the business of environmental consulting, technical excellence and quality, leadership potential, a commitment to lifelong learning and growth, and the desire to build a long and rewarding career with **EDGE**.

BENEFITS:

As a temporary employee, you will not be eligible for paid time off (i.e., vacation, holiday, or sick leave) or for other company benefits (i.e., health, dental, life insurance, etc.). **EDGE** places high value on the health and well-being of its employees and offers the following benefits to full-time employees:

- + Comprehensive employee benefits including medical, dental, vision, life and disability insurance.
- + Employer matched 401(k) plan.
- + Annual performance bonus program.
- + Student loan repayment assistance after 12 months of employment for employees who graduated within 6 years of start date. Months employed as an intern reduce the 12-month waiting period if intern is employed by **EDGE** full-time after graduation.
- + Competitive maternity leave.