



## Call for Interns

### **Does this Describe You?**

Energize NY seeks organized, independent college students or recent graduates with strong analytic and communication skills who want a meaningful work experience in the field of clean energy. Energize NY is a New York State mission-driven, innovative non-profit local development corporation focused on increasing the demand for clean energy building improvements (energy efficiency + renewables) in New York State.

Our 11 person staff and several adult volunteers work in a collegial, team-based environment in Yorktown Heights in Northern Westchester County. We believe that talent is not a function of age or experience. We love having student interns, and we give our interns real projects that match their skills and abilities, from marketing to financial data analysis to public relations and customer support.

### **What We Do**

Energize NY is a statewide, non-profit local development corporation which operates for the benefit of its [36 \(and growing\) municipal members](#) to break down the barriers to clean energy through a range of educational, outreach and marketing tools and by [funding projects](#) using PACE (Property Assessed Clean Energy) financing. We work closely with the New York State Energy Research and Development Authority (NYSERDA), our primary funder, our members and community organizations to help building owners stop wasting energy and explore renewables, which save money, reduce greenhouse gas emissions and improve the value of local buildings.

Energize NY offers a number of clean energy services – Energize NY Commercial, Energize NY PACE Finance, and Energize NY Residential, which are designed to make energy savings decisions easier for building owners and to build large scale demand for energy improvements.

### **What You Could be Doing:**

Public Relations and Community Outreach (Energize NY Residential): This position is perfect for someone that loves community involvement, talking to homeowners and getting out into the field! Energize NY has many tabling dates at local farmers markets, festivals, libraries, and more to promote its residential services. We are looking for an individual that can help to support the goals of Energize NY by collaborating with our

municipal and community partnerships (Energize champions/volunteers and local elected officials) and engage with the local community about clean energy.

Marketing: Want to gain valuable experience in online marketing while supporting a leading clean energy organization? Our Online Marketing Team is looking for an enthusiastic, creative and analytical thinker who can enhance our digital, print and social media engagement efforts. Design skills are a plus.

Data Analysis, Research and Other Support (Energize NY PACE Finance and Commercial):

Energize NY is New York State's PACE Finance program. PACE Finance is a groundbreaking new financing tool offered by Energize NY in its member municipalities to fund clean energy projects in the form of a public benefit, much like sidewalks or lighting services are offered. PACE financing is not like traditional commercial loans; it is re-paid over the life of the financing through a charge on the tax bill of the property that received funding for a clean energy project.

We are looking for an analytical thinker that works well with Excel, databases and CRM (customer relationship management software), is a quick study in working with data and has an interest in assisting the commercial team to support property owners seeking to make energy improvements and obtain PACE financing to fund those improvements.

**Intern Qualifications:**

Personal Skills/Attributes:

- An excellent communicator, both orally and in writing.
- Great "people skills" - comfortable engaging community members in conversation, answering questions and sharing information.
- A self-starter with a high energy level, a strong work ethic and the proven ability to work on multiple projects at the same time
- A creative thinker

Qualifications/Competencies:

- Proficient with Microsoft Word, Excel, Powerpoint
- Experience with Facebook, Twitter, Linked In and other social media platforms preferred experience with Mailchimp, icontact and similar email platform
- Experience with Salesforce or other CRM systems is a plus
- Must be highly organized and able to track and analyze data and information
- Must be a licensed and insured driver with a reliable car (for public relations position)
- Must be committed to protecting the environment

Hours: A minimum of 3 days a week for no less than 4 weeks; start and end dates can be flexible.

Salary: \$ 12 per hour

**To Apply For Internship:** Interested parties should submit the following by email attachment to [lauren@energizeny.org](mailto:lauren@energizeny.org)

Please Include:

- Cover letter describing their interest in the position
- Resume
- Two references with contact information and a description of relationship.

We are located at 2051 Baldwin Road, Suite 107, Yorktown Heights NY 10598. Visit us online: [energizeny.org](http://energizeny.org)