



SUSTAINABLE
WESTCHESTER

CLEAN ENERGY INTERNSHIP

Residential Home Energy Efficiency Campaign, Energy Smart Homes New Rochelle
The City's Home Energy Efficiency Campaign

Dept: Residential Energy Smart Homes program

Hours: Flexible. 15-18 hours a week for full time students. Eligible interns not taking classes can work up to 40 hours per week.

Location(s): Mount Kisco, NY and remote via zoom, etc

The Organization

Sustainable Westchester is a nonprofit membership organization of Westchester County local Governments that facilitates effective collaboration on sustainability issues. The organization brings socially responsible, environmentally sound, and economically viable solutions that create healthy, resilient and sustainable communities.

The Clean Energy Internship

The Clean Energy Internship This position reports to the Residential Program Director and will assist with the Energy Smart Homes New Rochelle campaign, aimed at transitioning NR residents toward clean heating and cooling and energy efficient upgrades – to reduce fossil fuel usage and help residents save money, energy and live more comfortably.

Successful candidates will be excellent communicators, will have a strong interest in environmental issues/preservation, and will work with our team to achieve the following **Program Goals**:

- **Community Outreach:** Represent Energy Smart Homes New Rochelle at local community events/online webinars, engage community members in conversation and provide program information
- **Homeowner Helper:** Assist in creating newsletters and contacting homeowners via phone and email
- **Data Analysis:** Perform database updates, migration and assessments. Must be highly organized and able to track and analyze data and information
- **Case Studies:** Assemble homeowner information and project details to be featured in case studies
- **Graphic Design and Video Editing:** Optional assignments focused on content creation

Eligibility: Students will be required to meet one of the following eligibility requirements:

- A student attending or having attended a college or university located in New York State within the last calendar year;
- A New York State resident attending or having attended a college or university outside of New York State within the last calendar year;
- A 16- to 24-year-old participating in a work preparedness training program such as Board of Cooperative Educational Service (BOCES), technical high schools, AmeriCorps NCC, the Excelsior Conservation AmeriCorps, etc.; or
- A military veteran.

- **To Apply:** Please forward your resume and cover letter by email to human resources at HR@SustainableWestchester.org
- [Learn more about NYSERDA's Clean Energy Internship here](#)

Location(s): Our office is located at 40 Green Street, Mt. Kisco, NY 10549 and is within walking distance from the Mount Kisco Train Station, located on the Harlem Line of Metro North. During the fall semester, most work will take place remotely.