



CLEAN ENERGY ASSOCIATE

Residential Energy Efficiency Campaign, EnergySmart Homes

Dept: EnergySmart Homes

Hours: Flexible based on position, multiple work schedules offered

(1) 15-18 hours a week for fulltime students, for a duration of 32 weeks

(2) 30 hours a week for eligible candidates (see eligibility below), for a duration of 16 weeks

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 Associate

Sustainable Westchester aims educate and train the next generation of environmental advocates in Westchester County. Sustainable Westchester hires students and recent alumni who have the skills, passion, intelligence and maturity to take on significant responsibility. Our associates take an active role leading on climate, building safe and healthy communities. Throughout the duration of the position, SW interns can expect to work with elected officials, municipal leaders, community members, subject matter experts and consultants to provide a one-of-a-kind experience.

This position reports to the Residential Program Director and will assist with the EnergySmart Homes, aimed at transitioning Westchester residents toward fossil fuel free, clean heating and cooling and energy efficiency upgrades to reduce carbon emissions and help residents save money, energy and live more comfortably.

Successful candidates will be excellent communicators, have a strong interest in environmental movement and will work with the team on across program areas, such as communications, administration, research. This position supports SW's goal of reducing the energy burden and addressing emission reduction through energy efficiency.

A sample of responsibilities:

- **Case Studies:** Collect homeowner utility information and energy upgrade details to write, photograph and assemble case studies.
- **Community Outreach:** Represent EnergySmart Homes at local community events/online webinars, engage community members in conversation and provide program information and help on virtual webinars
- **Grant Support:** Contribute to SW's energy efficiency strategy development efforts
- **Homeowner Helper:** Assist in contacting homeowners via phone and email, monitor progress, create newsletters and meet reporting requirements
- **Data Analysis:** Perform database updates and assessments, interact with stakeholders to collect lead information and organize follow-up
- **Graphic Design and Video Editing:** Optional assignments focused on content creation

Eligibility: Candidates 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 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.
- 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.