



Clean Energy Community Outreach Intern

The Clean Energy Internship reports to the Director of Marketing, Communication and Outreach, coordinating with the Manager of Outreach. The position will assist with the Sustainable Westchester New Rochelle campaign (as well as outreach to other communities aimed at educating on environmental literacy and transitioning residents to clean energy solutions– to reduce fossil fuel usage and help residents save money, energy.

Successful candidates will be excellent communicators, will have a strong interest in environmental issues and be expected to represent Sustainable Westchester at local community events and online webinars, engage community members in conversation and provide program information.

The Clean Energy Community Outreach intern:

- Organizes and executes municipal and community outreach activity in support of Sustainable Westchester's programs and associated energy initiatives.
- Should be well versed in the language of these program areas in order to deliver content specific to each. The Outreach Coordinator is expected to regularly attend and/or present at meetings and events in the evening and on weekends.

Essential Duties and Responsibilities

- Proactively schedule, coordinate and provide direct community outreach, participating in and organizing community events, municipal and civic group meetings and other activities (currently virtual, but expected to be on site at some point).
- Present program updates to elected officials and key community stakeholders in New Rochelle and Environmental Justice, and Low and Moderate Income communities responding to questions and concerns where appropriate.
- Foster and maintain relationships with the elected officials and key community stakeholders regularly updating progress and responding to questions and concerns.
- Deliver, distribute, and periodically update program materials.
- Identify, build and maintain grassroots relationships with municipal officials, civic groups, volunteers, etc.
- Record all outreach interactions in the Customer Relationship Management system to facilitate compliance reporting and program development
- Maintain milestone achievement spreadsheet and work with Marketing Director to facilitate billing (where appropriate)
- Support outreach planning by maintaining necessary information such as the calendar of municipal meetings and community events.
- Assist the Marketing Director with the development of the Outreach Plan including annual / seasonal / contractual events and inclusive of all member municipalities.

Qualification Requirements:

- The position is based in Westchester County, and when COVID/public health considerations permit in the future, requires regular travel to offsite meetings and events across the County. The candidate must have reliable access to transportation.

- The position requires frequent weekend and evening attendance at community events.
- All candidates must demonstrate a commitment to the mission, values, and philosophy of Sustainable Westchester.
- All candidates must demonstrate aptitude for problem-solving; ability to determine solutions for customers (consultative approach) and must possess excellent verbal and written communication skills.
- All candidates must be results-oriented and able to work both independently and within a team environment.
- Related experience is a plus.
- Facility with standard office software; flyer/presentation/marketing material design skills desirable.

Additional Considerations:

- Must have nonpublic access to remote workspace that complies with privacy, security requirements and professional standards
- Spanish language proficiency a plus
- Local travel required for this position; access to reliable/on-demand transportation is required.
- Knowledge of Westchester County and New Rochelle a positive

Job Type: Part-time / Hourly @ \$17/hour

Schedule:

- Flexible schedule during the week Monday to Friday, 9am – 5pm
- Evening and weekend meetings required
- Total of 18-20 hours/week

Sustainable Westchester is an equal opportunity employer. All applicants will be considered for this position without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Hiring will take place as soon as the appropriate candidate is found, with a start date as soon as possible.

Sustainable Westchester is an environmental nonprofit organization dedicated to improving the quality of life in Westchester County and its member municipalities by promoting programs that benefit our local communities - energy conservation, reduction of greenhouse gases, food scrap composting, waste reduction, community solar, electric vehicles and more -- creating resilient, vibrant and healthier communities.