



## Clean Energy Associate for the City of New Rochelle

**Hours:** Flexible. 10-18 hours a week for full-time students. Eligible Associates not taking classes can work up to 40 hours per week. Associates can work up to a total 480 hours for the duration of the position.

**Location(s):** New Rochelle, Mount Kisco, NY and remote via Zoom, etc.

**This is a paid position.**

### 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.

### Clean Energy Associate

Sustainable Westchester aims to educate and train the next generation of environmental advocates in Westchester County. We hire students and recent alumni who have the skills, passion, intelligence and maturity to take on significant responsibility to help bring clean energy solutions to our residents. Throughout the duration of the position, associates may work with elected officials, municipal leaders, community members, subject matter experts, and consultants to provide a one-of-a-kind experience.

Our associates actively support our various departments and are matched with appropriate opportunities based on their qualifications and experience. Candidates are encouraged to indicate any expertise or skills specific to our departments in their cover letter.

Associates report to the Director or Manager of the assigned department. They will contribute to the department's growth and stability through work such as research, data analysis, critical thinking, content development, and outreach. The associate will also be required to attend and/or present at meetings and events in the evening and on weekends.

Successful candidates will be good communicators with strong organizational skills and experience collaborating with teams and may work on the following tasks:

- **Community Outreach:** Develop an understanding of the assigned department's offerings to assist with webinar information sessions, presentations, emails, calls and to create strategies, campaigns, and outreach deliverables in the City of New Rochelle
- **Communication:** Engage in written and oral communications with homeowners, renters, community members, government public officials, municipalities' key environmental and sustainability committees, partners, vendors, and technology providers

- **Research:** Perform regulation, technology, industry, trend, and market research, including community research
- **Data Analysis:** Perform data analysis, structuring, and database updates, including through the use of mapping tools
- **Content Development:** Creating and proofing content, including marketing material, newsletters, communications, case studies, grants, and reports

### Preferred Qualifications

- Passion for working on clean energy, sustainability, environmental, conservation, or climate change related topics
- Ability to work collaboratively with team members to accomplish objectives
- Ability to analyze and synthesize information and data
- Ability and interest in researching and uncovering new insights, especially in clean energy, sustainability, conservation, and climate change as it relates to the assigned department
- Good communication skills, including writing and public speaking
- Experience with Microsoft Word, Excel, PowerPoint, Google Docs and Spreadsheets
- *Additional skills:* Experience with CRM systems, graphic design programs, video editing softwares and/or metric tracking tools is a plus

### 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 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.

### What you will Learn/Gain Through this Opportunity

- Exposure to the fast-growing sector of clean energy and sustainability
- Exposure to organizations, communities, and governments, needs and challenges in their path towards a sustainable future
- Skillset development including learning new tools, software
- Help make positive change occur

### To Apply

Please forward your resume and cover letter by email to human resources at:

[HR@SustainableWestchester.org](mailto:HR@SustainableWestchester.org)