

Research & Policy Internship: Summer 2023

About Urban Green Council

[Urban Green Council](#), a non-profit organization with a mission to decarbonize buildings for healthy and resilient communities, has an excellent opportunity for a highly motivated and enthusiastic individual passionate about contributing to the growing green building movement. Buildings are the leading source of carbon emissions in New York, and Urban Green is building solutions for climate change by driving innovative policy, exploring building energy data, advancing electrification; accelerating energy efficiency; and educating professionals.

Urban Green's research and policy work goes hand-in-hand, using the best available data to inform policy solutions for deep carbon reductions, electrification, energy efficiency, renewable energy, and other essential issues. We [analyze NYC's building energy benchmarking data](#) every year to uncover trends, including how the [pandemic shaped energy use](#). And we [recommend consensus solutions](#) to cut carbon from buildings by convening experts and stakeholders.

Our [80x50 Buildings Partnership](#) and [Blueprint for Efficiency](#) helped to shape NYC's major building emissions law – [Local Law 97](#) – in 2019. [Zone Greener](#) recommended pathways to support energy efficiency and decarbonization through zoning laws. Our [Going Electric](#) report in 2020 identified opportunities to drive carbon reductions in NYC's multifamily buildings through electrification, and our advocacy ushered NYC's lawmakers to pass [NYC's all-electric new building's law](#) in 2021. [Grid Ready](#) explored the ability of the grid to power an electrified building stock, and focused on [equitable electrification](#) in environmental justice neighborhoods.

The Research & Policy Intern Role

As Research & Policy Intern, you will help our team tackle the most pressing green building, energy efficiency and climate change challenges in the city and state. You will support our policy development and advocacy efforts to aid in the implementation of Local Law 97, advance electrification and renewables in NYS, develop workforce opportunities, and explore retrofit activities that benefit disadvantaged communities. And you'll contribute to our research team's ongoing report production, data analysis and visualization, and other ongoing projects.

The successful candidate will be able to balance multiple projects and work independently with enthusiasm, creativity, and attention to detail. The position will provide exposure to leading thinking in urban sustainability and the opportunity to positively impact the future of New York.

Key Intern Responsibilities

- Research and data analysis on issues related to Urban Green's initiatives, including building energy use benchmarking, building electrification, energy efficiency retrofits and environmental justice.
- Examine raw data and perform spreadsheet analyses.
- Conduct literature reviews and write summaries/policy memos.
- Support meetings, draft presentations, take notes, and distill meeting minutes.
- Communicate ideas and findings simply and effectively through writing and visuals.
- Perform administrative tasks as required.
- Volunteer at Urban Green events.

Required Qualifications/Skills

- Master's degree or PhD (in process) preferred. We will consider Bachelor's Degree students in their last two years of study. Students with environmental, law/policy, energy, climate change, or building-related focus are highly desired.
- Strong interest in and understanding of green building, energy efficiency, climate change and urban environmental issues
- Capable of synthesizing lots of information into short written summaries. A writing sample may be requested during the interview process.
- Proficient with MS Office including Excel
- Diligent, detail-oriented and proactive
- Excellent communication, writing, interpersonal and organizational skills
- Able to work independently on multiple tasks

Additional Skills (optional but preferred)

- Knowledge of and familiarity with ongoing and recent legislation in NYC and NYS regarding buildings, energy and climate change, like the NYS Climate Leadership and Community Protection Act and Local Law 97.
- Proficient in R.
- Background in public policy, economics, real estate, architecture, engineering, building data science, or the construction and buildings trades.
- Prior use of data analytics software, like Python, R, or similar software
- Experience with law, policy analysis, statistics and data management
- Familiarity or experience with environmental justice issues
- Some experience with research, analysis, statistics, and data management

This position is subsidized through the [NYSERDA Clean Energy Internship Program](#). **Students must meet all NYSERDA eligibility requirements listed at the bottom of this job description in order to be considered.**

This position will be primarily remote, but may require certain in-person tasks and meetings within the five boroughs of New York City.

NYSERDA Eligibility Requirements

To be eligible for the Clean Energy Internship Program, you must be at least one of the following:

- A New York State resident currently attending any college or university, regardless of location;
- An out-of-state student currently attending a college or university located in New York State;
- A New York State resident who is 16- to 24-years of age participating in a work preparedness training program such as Board of Cooperative Educational Service (BOCES), technical high schools, AmeriCorps NCCC, the Excelsior Conservation AmeriCorps, etc.; or
- New York State resident military veteran

You must also meet these eligibility requirements:

- Must reside in New York State, and within commute distance of downtown Manhattan, for the duration of the internship term
- Must not have held another internship through the NYSERDA program
- Must be currently enrolled in a degree-granting program in Summer 2023.

Compensation

The Summer Research and Policy Intern will be expected to work 30–32 hours per week for 10 weeks and are paid \$17/hour. The internship term will run from June 5 through August 11. All Urban Green interns are extended complimentary invitations to Urban Green educational programs and events. They will also receive a one-year Urban Green membership upon completion of their internship.

How To Apply

Please fill out this [application form](#). You may reach out to jobs@urbangreencouncil.org with any questions, but applications received by email will not be reviewed.

During the application process before being offered the position with Urban Green, candidates must also apply to the Clean Energy Internship Program [here](#) and be approved by NYSERDA.

Urban Green Council Values

Excellence: We strive for innovative high-quality programs and ideas.

Inclusion: The diverse voices and backgrounds of our employees, board of directors, members, and partners make us stronger.

Collaboration: We believe consensus delivers better solutions and teamwork is essential to our success.

Engagement: We promote a culture of performance, participation, and curiosity.

Diversity, Equity & Inclusion

We believe the path to decarbonizing buildings and creating healthy and resilient communities includes a diverse team of people with different backgrounds, experiences, and perspectives. At Urban Green Council we are committed to championing diversity, equity and inclusion across all areas of our organization, including our recruitment and hiring practices. We encourage you to apply if you are excited about this position and can see yourself in this role, even if your experience doesn't align perfectly with every qualification listed.

Urban Green Council is proud to be an equal opportunity employer and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, veteran status, disability status, or any other applicable characteristics protected by law.

If you need a reasonable accommodation during the application or interview process, please email jobs@urbangreencouncil.org.