

Education & Graphic Design Internship: Spring 2024

Urban Green Council, a non-profit organization working to decarbonize buildings for healthy and resilient communities, has an internship opportunity for a highly motivated and enthusiastic individual passionate about contributing to the green building movement.

Urban Green recently developed a new brand and website, and the Education Team is seeking an intern to design newly branded curriculum materials and marketing assets. These resources will support Urban Green's flagship education programs, *Green Professional Training* (GPRO), and *Crushing the Code* Energy Code (ECode) Training. This position will play a critical role in creating a cohesive student experience across our programs.

GPRO is a national certificate program that teaches tradespeople about high performance building. *Crushing the Code* offers training for New York State and New York City building and design professionals, teaching code compliance. Candidates should be able to take on multiple projects and work independently with flexibility and enthusiasm.

Reimbursement funding for this program is provided by 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 largely remote, but will require occasional visits to the Urban Green office for select tasks and meetings.

Key Responsibilities

- Draft and design marketing materials such as flyers, social media content, course catalogs, course outlines, partner toolkits, student resources, instructor resources, etc using our new brand guidelines
- Update the branding of Urban Green's online Education Portal
- Help develop curriculum resources, on-demand courses, and branded videos to be hosted on our Education Portal

Required Qualifications/Skills

- Experience working in Adobe Suites (InDesign, Photoshop, Illustrator, Premiere, etc.)
- Experience developing or editing video content
- Currently enrolled in a degree program (undergraduate or graduate); communications, marketing, design or environmental field of study preferred.
- Exceptional communication, interpersonal, and organizational skills
- Proactive with a strong work ethic
- Strong attention to detail
- Enjoys problem solving and thinking creatively
- Ability to work well both independently and as a member of a team

Additional Skills (optional but preferred)

- Interest in environmental studies or building design and construction
- Experience working with HTML & CSS

NYSERDA Eligibility Requirements

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

- An individual currently attending or who attended a degree program at a college or university, located in New York State within the last 12 months as of the date of the intern application.
- A current New York State resident attending or who attended a college or university outside of New York State within the last 12 months as of the date of the intern application. New York State residency, with proof of residency such as rental agreement or utility bills, must have been established prior to the start of the internship.
- A current New York State resident who is at least 16 years of age and is a member of a [disadvantaged community](#) and/or [priority population](#).

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 enrolled in a degree-granting program in Spring 2024

Compensation

Spring interns are expected to work 15-18 hours per week and are paid \$15/hour. The internship term will run from **January 22 through May 17**. 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.

Our 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

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, age, veteran status, disability status, or any other applicable characteristics protected by law. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. People from all diverse backgrounds are strongly encouraged to apply.