



URBAN GREEN COUNCIL
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Policy Internship: Fall 2026

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 the green building movement.

As NYC's go-to nonprofit for sustainable building policy, Urban Green convenes key stakeholders around today's most pressing issues for buildings. We helped shape many aspects of NYC's major building emissions law, [Local Law 97](#), in 2019 and continue to help the city implement the law with data-driven [research and analysis](#). Our policy team has also ushered lawmakers to pass an all-electric new buildings law in [NYC in 2021](#) and [NYS in 2023](#), explored the [readiness of the local power grid](#) to electrify NYC's buildings and convened stakeholders to advise the Department of Buildings on opportunities to [align commercial landlords and tenants](#) around building decarbonization solutions.

The Policy Intern Role

We are searching for a Policy Intern to help our team tackle challenges facing buildings in New York City and New York State through conducting policy research and data analysis, supporting meetings and presentations and providing administrative support as needed. The successful candidate will be able to balance multiple projects and work independently with enthusiasm, creativity and attention to detail.

You will work directly with members of Urban Green's Policy and Research Teams to advance our mission and will report directly to the Associate Manager of Policy.

Key Responsibilities

- Analyze policy issues related to Urban Green's initiatives, including Local Law 97 implementation, zero-emissions heating and hot water equipment, building energy efficiency and electrification and the energy code.
- Research policy precedents and programs in other jurisdictions, perform basic data analyses and draft research summaries or policy memos.
- Provide input to public facing policy analysis to help make the technical relatable.
- Support meetings, draft presentations, take notes and distill meeting minutes.
- Perform administrative tasks as required to streamline our ongoing policy work.
- Volunteer at Urban Green events.

Required Qualifications/Skills

- Master's degree or PhD (in process) preferred.

- Strong interest in and understanding of building decarbonization, energy efficiency, electrification and urban environmental issues.
- Ability to communicate complex information simply and effectively through writing and visuals. 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 relevant NYC and NYS legislation, including the NYS Climate Leadership and Community Protection Act and Local Law 97.
- Background in public policy, economics, real estate, architecture, engineering, building data science or the construction and buildings trades.
- Experience with law or policy analysis, particularly around energy and buildings.
- Familiarity with visual communication tools to convey key messages.
- Knowledge or experience with environmental justice issues.

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

Reimbursement funding for this program is provided by the [NYSERDA Clean Energy Internship Program](#). Students must meet all NYSERDA eligibility requirements listed below in order to be considered.

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



Compensation

The Policy Intern will be expected to work 15-18 hours per week and will be paid \$18-20/hour. The internship term will run from September 14, 2026 through December 11, 2026. 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 that 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.

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

