

Adirondack North Country Association Clean Energy Intern

Job Description: Clean Energy Intern

Salary and terms: Part-time (10-20 hours/week) at \$17/hour.

Timeline: Starting as soon as possible, for up to a year or 480 hours.

Location: Saranac Lake, NY. ANCA is a hybrid workplace welcoming in-person, remote (with occasional in-person duties), or hybrid work schedules.

Travel: Required; periodically across the North Country region with mileage reimbursement.

Application Deadline: Rolling deadline, submit cover letter and resume to hr@adirondack.org.

About ANCA

ANCA is an independent, nonprofit corporation with a transformational approach to building prosperity across northern New York. Using innovative strategies for clean energy, food systems, small businesses, and welcoming & belonging, ANCA delivers targeted interventions that create and sustain wealth and value in local communities.

Established in 1955, ANCA has grown in size, reach and impact to become a trusted leader and collaborative partner for community members who are working to build a strong, resilient and equitable economy in our 14-county Adirondack North Country region. Learn more at www.adirondack.org.

Purpose of the Position

The Clean Energy Intern will support ANCA's Climate Smart Communities technical assistance providers. The [Climate Smart Communities Program](#) is an interagency program administered by the NYS Department of Environmental Conservation (DEC) and implemented regionally. Program support includes completing greenhouse gas inventories for municipalities, outreach for events, attending and assisting with Climate Change Adaptation and Resilience Plan (CCARP) workshops, and other tasks needed to support the CCARPS and CSC Program Actions.

Duties & Responsibilities

We seek a highly collaborative, creative, and detail-oriented student or recent graduate. The Clean Energy Intern's duties and responsibilities include:

- Work closely with Energy Team staff to support the Climate Smart Communities Program and Climate Change Adaptation and Resiliency Plans.
 - Attend outreach events as needed
 - Support municipalities in completing Greenhouse Gas Inventories
 - Supporting communities with Climate Smart Communities Actions, which may include:
 - Natural Resources Inventories,

- Culvert inventory, and,
- GHG tracking.

- **Other Responsibilities**

- Work with ANCA communication staff to curate content for ANCA social media and website.
- Attend ANCA and Clean Energy Team Meetings.
- Track time and activities.

Desired Qualifications & Skills

- An interest in or knowledge of climate change mitigation and adaptation
- Proficient in Microsoft Excel and Google Workspace
- Excellent organization, writing, grammar, and editing skills
- Demonstrated ability to develop and maintain professional relationships with various stakeholders, including staff, program partners, media, and government leadership

Reporting: The Clean Energy Intern will report to ANCA's Clean Energy Program Director and will work collaboratively with ANCA staff.

Work Location: The clean energy intern will be part of ANCA's hybrid workplace, with options to work at ANCA's main office in Saranac Lake, NY, remotely with occasional in-office duties, or a hybrid of both.

Travel: The clean energy intern will periodically need to travel throughout the North Country region (Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis, and St. Lawrence Counties), sometimes outside of the 8:30 am-5 pm workday. Mileage reimbursement is provided for required travel.

Salary & Benefits:

Compensation: \$17/hour; maximum of 20 hours per week

Mileage: Compensated at IRS current rate

Benefits: This position does not provide benefits, including insurance, retirement, or paid time off, except sick leave, which is accrued at 1 hour per 30 hours worked.

Employment: This is a full-time or part-time position funded through [NYSERDA's Clean Energy Intern Program](#) up to 480 hours. Continued employment after this period is contingent upon ANCA's needs, available funding, and the interest of the employee. Eligible applicants include:

- Individuals who are currently attending or have 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.
- New York State residents attending or who have attended a degree program at 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. Interns moving to the state for an internship do not qualify under this category.
- New York State residents who are members of a Disadvantaged Community and/or Priority Population.

EOE/ Diversity Statement: ANCA is an Equal Opportunity Employer, and we do not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.

We welcome and encourage applicants of all backgrounds and experiences and strive to create a working environment that supports all, including the provision of reasonable accommodations.

How to Apply: Please send a cover letter and resume to hr@adirondack.org. No phone calls, please. ANCA's office is at 67 Main Street, Suite 201, Saranac Lake, NY. Learn more at www.adirondack.org.