

Policy Internship: Fall 2024

About Urban Green's Policy Team

Urban Green Council, a non-profit based in NYC 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.

Urban Green is NYC's go-to nonprofit for sustainable building policy. We convene key building and energy stakeholders around today's most pressing issues for buildings in New York City and State, and we recommend approaches for addressing them. Our [80x50 Buildings Partnership](#) and [Blueprint for Efficiency](#) helped to shape many aspects of NYC's major [building emissions law](#), Local Law 97, in 2019. We continue to help lawmakers shape the LL97 through [rulemaking](#) and understand the law through [research and analysis](#).

Our policy team has also ushered lawmakers to pass an all-electric new buildings law in [NYC in 2021](#), and in [NYS in 2023](#); explored the [readiness of the local power grid](#) to electrify NYC's over 1 million buildings; and convened key stakeholders to advise the Department of City Planning on key [revisions to the city's zoning code](#) that will make decarbonization easier.

The Policy Intern Role

We are searching for a Policy Intern to help our team tackle these and other challenges facing buildings in New York City and New York state. As Policy Intern, you will support our policy development and advocacy, including our efforts to aid in the implementation of Local Law 97, [advance electrification](#) and accelerate zero-emissions equipment to meet statewide [CLCPA climate targets](#), advocate for a greener electricity grid and explore retrofit activities that benefit low- and moderate-income communities.

Your tasks will include policy research and writing, data analysis, supporting meetings and presentations, and 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 Research and Policy Team to advance our mission, and report directly to the Manager of Policy. The position will provide exposure to leading thinking in urban sustainability and the opportunity to positively impact the future of New York City.

Key Intern Responsibilities

- Policy analysis NYC and NYS-issues related to Urban Green's initiatives, including zero-emissions heating and hot water equipment, appliance pollution, energy benchmarking, building energy efficiency and electrification, and the energy code.
- Provide input to public facing policy analysis to help make the technical relatable.
- Communicate ideas and data simply and effectively through writing and visuals.
- Researching policy precedents and programs in other jurisdictions.
- 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.
- 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. 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 building decarbonization, energy efficiency, electrification, climate change and urban environmental issues.
- Capable of synthesizing complex 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.
- Some experience with research, analysis, statistics, and data management. Proficiency in R, python or similar data analytics software is a plus.
- 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 climate change 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
- Must be enrolled in a degree-granting program in Fall 2024

Compensation

The Policy Intern will be expected to work 18 hours per week and will be paid \$18-20/hour. The internship term will run from September 9 through December 13. 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.