

## **Summer 2023 Internships - Remote Position (Must live or go to school in Massachusetts)**

**Dates:** May 15, 2022, to August 18, 2023

**Compensation:** Full-time internship (30-35 hours per week) - \$18/hr for undergraduate students and \$20/hr for graduate students.

### **Job Description**

Browning the Green Space (BGS) is seeking candidates for Summer 2023 Internships, supported through MassCEC's Clean Energy Internship program. Interns will provide direct support to and be mentored by the three Deputy Directors at BGS. This internship at BGS provides the opportunity to work at an early stage non-profit and gain experience in strategic program design, marketing and communications, and volunteer and stakeholder relationship building. Interns at BGS will be connected to our growing network of 36+ clean energy and climate organizations and companies in the Northeast and provided with professional development support and skill building opportunities throughout the course of the internship.

### **About Browning the Green Space**

[Browning the Green Space](#) (BGS) was born from the realization that people of color often receive more than their fair share on "environmental bads" like brownfields, pollution, and asthma while they receive less than their fair share of "environmental goods" like cleantech jobs in energy efficiency, renewable energy, water, wasted food, and urban farming. We seek to facilitate a just energy transition by putting Black and Brown communities first, and enabling systems change at the intersection of social, environmental, and economic justice. We are a coalition of leaders and organizations powering a just energy transition in the Northeast by creating jobs, building wealth, and reducing energy burden in Black and Brown communities. By removing barriers and expanding access, we seek to close the racial wealth gap while combating climate change.

Our work falls into five connected but distinct focus areas:

- **CAREERS** - Providing Pathways to Employment
- **COMPANIES** - Removing Barriers to Employment
- **CAPITAL** - Supporting Entrepreneurs
- **CONTRACTS** - Supporting Contractors
- **COMMUNITIES** - Reducing Energy Burden

## **Key Responsibilities**

- Assist with email communications and meeting preparation for enrollment and assessment activities associated with BGS' Coalition Members.
- Support the planning, coordination, and execution of virtual meetings, workshops, and larger-scale events. This includes the creation of workshop and event agendas, event planning budgets, promotion and marketing, and presentations. This may also include coordination with venue hosts and vendors, and sourcing materials for in-person events.
- Draft memos, reports, and resources to support the completion of core project deliverables.
- Conduct research, analysis, and source interviews to inform the development of new program areas for BGS.

## **Potential Projects**

Specific project involvement will be determined based on a candidate's areas of interest and skill sets.

- Support development of written and graphic materials for BGS social media accounts on LinkedIn and Twitter and development of our monthly newsletter.
- Conduct outreach and support the development of a diverse student recruitment and mentoring strategy for BGS programs.
- Support coordination and implementation of BGS programming on diversifying the offshore wind workforce.
- Support research, planning and coordination of equity workforce training programs in the energy efficiency sector.
- Research and development of diversity, equity, inclusion, and justice resources for coalition member companies and clean energy contractors.
- Plan and support community engagement (virtual and in-person) within Gateway Cities across Massachusetts.
- Research and planning coordination for clean energy internship matching and wrap-around programming in climatetech investment.
- Support for our clean energy contractor business training program (ACCESS), including workshop, webinar, and event coordination, program recruitment, and resource board maintenance.
- Support program management for the ACCEL climatetech accelerator program.

## **Skills (required)**

- Formal (work, school, volunteer experiences) or informal (social, community experiences) experience planning and coordinating virtual or in-person events

- Strong written communication skills and attention to detail
- Ability to self-motivate and get things done independently in a remote work environment
- Strong organizational skills including task prioritization and effective time management
- Eagerness to tackle new projects and take a creative approach

### **Skills (desired)**

- Familiarity with, or lived experience in, Environmental Justice communities in Massachusetts.
- Experience with Google Work Suite - Gmail, Google Documents, Google Slides, Google Sheets, and Google Forms.
- Experience with graphic design tools such as Canva and developing written content for social media platforms (Twitter, LinkedIn).
- Personal or professional experience with Diversity, Equity, Inclusion, and Justice practices.

**We strongly encourage all candidates to apply if they are excited about the opportunity and are unsure if they meet the skills criteria listed above.** Applicants are not expected to possess all of the skills listed. We recognize that an internship is an opportunity to build skills in these areas and our intention is to meet passionate candidates where they are at in their professional journey and provide opportunities for growth.

### **Equal Opportunity**

BGS seeks to fully represent our community and constituencies—particularly low-income communities and communities of color—to amplify those voices and provide opportunities to participate in the direction and leadership of the organization. We actively encourage candidates from broad, diverse backgrounds to apply. BGS is an Equal Opportunity Employer and we do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

### **How to Apply**

Interested candidates should email their resume and brief cover letter to Megan Aki at [megan@browningthegreenspace.org](mailto:megan@browningthegreenspace.org). Applications considered on a rolling basis and candidates are strongly encouraged to apply by March 31, 2023.

**Applicants must be eligible to participate in the MassCEC Clean Energy Internship program. Eligible participants are students who attend, or have recently graduated within the past year from, a Massachusetts college or university, or a Massachusetts resident, with proof of residency, who attends an out-of-state college or university. Students pursuing a master's degree are eligible, though Ph.D. candidates are not.**