



Networks Intern Job Description Spring 2025

Position: Spring 2025 ACT Networks Intern

Organization: ACT-the Alliance for Climate Transition

Schedule: 40 hours/week for 12 weeks

Location: Mostly virtual, with possibility of in-person meetings (company is based in Somerville, MA at Greentown Labs)

Reports to: Vice President, Innovation and Partnerships

Start date: January 2025

Compensation: According to RI DOER guidelines

Eligibility: Must meet the eligibility requirements of the RI DOER internship program

As an Equal Opportunity Employer, ACT uses inclusive hiring practices and does not discriminate on the basis of race, color, religion, sex, pregnancy status, marital status, national origin, disability, age, sexual orientation, veteran status, genetic information, gender identity, gender expression, or any other factor prohibited by law. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

How to apply:

Interested candidates should email Alistair Pim at apim@JOINACT.org with a resume and cover letter. Subject line should read: "SPRING 2025 ACT Networks Intern."

Position Overview:

ACT is seeking support to manage engagement with our Climate Economy Roundtable (CER) and Strategic Partner Networks (SPN). CER is a convening of company executives with a deep commitment to achieving a just transition to a climate economy for networking, learning, sharing, and impact. SPN is a corporate membership network and program that engages Utilities and leading global corporations building their energy innovation relationships across the Northeast's cleantech ecosystem and markets.

Responsibilities:

Support the engagement with members of both networks, planning and executing events including:

- Manage communications with members
- Engage current members of the CER and SPN to get their feedback and ideas for strengthening the networks
- Research and map strategic priorities to bring before the CER and SPN
- Plan events for CER and SPN, including setting the agenda, confirming speakers and communications with participants
- Other tasks as assigned by the VP Innovation & Partnerships and/or the President

In addition, the intern will meet regularly with their supervisor for coaching and to provide updates. The intern is also invited to attend weekly ACT staff meetings and participate in the ACT mentorship program.



Qualifications:

- Be passionate about ending climate change
- Have strong written and oral communications skills
- Demonstrate strong analytical capabilities
- Be able to work independently, with initial guidance
- Be flexible
- Be able to tackle multiple assignments simultaneously
- Pay close attention to detail

About ACT-The Alliance for Climate Transition (Formerly NECEC):

ACT is the premier voice of businesses building a world-class clean energy hub in the Northeast, helping clean energy companies start, scale and succeed with our unique business, innovation and policy leadership. ACT includes The Alliance for Climate Transition (a nonprofit business member organization), and ACT Institute (a nonprofit focused on industry research, innovation, policy development and communications initiatives). ACT brings together business leaders and key stakeholders to engage in influential policy discussions and business initiatives while building connections that propel the clean energy industry forward. Learn more: <http://www.joinact.org>.