



Clean Energy Paid Internship

Join a small, dynamic energy efficiency company working to manage residential and commercial building energy costs and program compliance.

Overview

Established in 2012, ClearlyEnergy specializes in climate policy analysis, climate program management, and software development. ClearlyEnergy, an 80% women-owned certified small business, works at the nexus of public policy and software solutions using data-driven analytics and reporting to facilitate the energy transition. We are uniquely qualified to facilitate residential and commercial building energy programs through personalized policy development and implementation support. Our projects include benchmarking and building performance standards, carbon accounting and disclosure, energy-efficient mortgages, virtual residential audits, and automated energy models. ClearlyEnergy's suite of software solutions are designed to facilitate emissions reduction programs in a streamlined and equitable manner.

Key Responsibilities

- Support the deployment of our tool: The Building Energy Analysis Manager (BEAM)
 - Help train and onboard states and communities
 - Develop supporting resources
 - Process assigned inquiries/tickets submitted via BEAM's CRM online portal
 - Handle phone and email inquiries, creating tickets, and processing exemption and extension requests
 - Maintain accurate records of documents and communications with property owners/managers, their consultants, and the utilities
- Support the development and deployment of our virtual residential energy audit tool: Remotely.
 - Develop supporting resources
 - Assist with stakeholder onboarding and outreach
- Track policy and program developments and data to align company mission and goals
- Conduct environmental data analysis, emission factor development, and calculation methodologies



- Support publications such as briefs, fact sheets, and one-pagers, with research, analysis, writing, and editing
- Support project management coordination and program status tracking
- Help build and maintain our client database

Qualifications

- Candidate must be a current student pursuing B.A. or M.A., or a recent graduate, preferably in a related technology, engineering, energy, environmental, public policy, or business field
- Candidate must be registered with either MassCEC Clean Energy Internship Program, NYSERDA Clean Energy Internship Program, MTIP, or the RI Clean Energy Internship Program
- Interest in enacting innovation and positive societal change in the energy sector
- Strong written and/or verbal communications skills
- Ability to take direction, work independently, and coordinate work with others
- Proficient in standard computer skills, including use of spreadsheets, word processing, database, and internet tools

Application Process

To apply, please send your resume and cover letter to Jennifer Wassan at jwassan@clearlyenergy.com:

- Tell us why you are interested in working at ClearlyEnergy
- Highlight experience such as current research or research objectives, career goals, commitment to sustainability, and/or other relevant information
- Confirm whether you are registered and eligible to participate in one of the previously listed internship programs
- Specify the timeframe you are interested in working
- Include your name in the email subject line, e.g., "Sarah Smith – Intern Applicant"
- References are needed only upon request



Join Our Team!