

## **Intern for Accelerator Workforce Development**

Want to make a real difference in the world—and enjoy doing it? At Abode Energy Management (Abode), we care deeply about the work we do and the impact it has on our planet's future. As proud members of 1% for the Planet, we back that care with action—donating at least 1% of our annual revenue to vetted environmental nonprofits. We're a fast-growing energy efficiency program implementer in the Northeast, leading the way in electrification and heat pump adoption. Our team is fun, kind, passionate, and progressive. If you're looking for meaningful work, caring coworkers, and a great company culture, come join us.

### **Summary/Objective**

We design and carry out programs for utilities and government agencies throughout the Northeast to accelerate decarbonization and build a robust, inclusive clean energy workforce. The Fall Intern will play a key supporting role in a workforce development initiative, helping to create quality jobs in energy efficiency and electrification. This position will provide operational support, coordinate logistics, and assist with outreach and engagement. This is a great opportunity for someone with an interest in workforce development and clean energy who is ready to grow their skills by supporting regional projects and programs.

### **Description**

The New England Heat Pump Accelerator (NEHPA) intern is responsible for supporting the successful implementation of workforce development initiatives, with a focus on upskilling current contractors and building an employment pipeline for new entrants. The position requires coordinating stakeholder engagement, tracking participant activity, and maintaining accurate program data. This role serves as a support administrator for program participation, ensuring that contractors, distributors, and training providers are engaged throughout the program lifecycle and that participation is accurately documented.

### **Responsibilities**

The Fall Intern will report to the Program Manager for a regional workforce program. This role will assist with the day-to-day operations of workforce development initiatives across multiple states.

### **Responsibilities include:**

- Assist in tracking stakeholder outreach and engagement across program participants and potential program participants for our upskilling and new entrant initiatives. Outreach

could include creating emails and follow-ups to community colleges, workforce development boards, contractors, distributors, and manufacturers.

- Monitor and assist with applications to the upskilling program, including monitoring intake and flow of applications from intake, sign-up, and collecting information on course completions.
- Maintain accurate records via the program's CRM and supporting monthly and quarterly reporting.
- Track participation metrics, attendance, completions, and other program performance indicators.
- Collaborate with program leadership to support continuous improvement and reporting requirements.

### **Qualifications**

Strong candidates for this position will bring most, if not all, of the following skills and experience:

- Interest in energy efficiency, electrification, and clean energy technologies.
- Organizational skills and the ability to manage schedules and logistics for multiple projects.
- Ability to work well in a team and communicate effectively with diverse groups.
- Strong written and verbal communication skills, including comfort with email and outreach tasks.
- Experience using Microsoft Office and other basic software tools.
- Adaptable, reliable, and ready to take initiative and learn new skills.

### **Job Details**

This is a temporary, non-exempt, hourly, not eligible for benefits, part-time position. The intern will be paid \$18 per hour. We ask that you be able to devote 20 hours per week to this internship. You will generally work remotely but have the option to come to our Concord, MA office occasionally for meetings. You are expected in the office for onboarding.

### **To Apply**

To apply, please send a resume and cover letter to [Sarah.Doherty@abodeenergy.com](mailto:Sarah.Doherty@abodeenergy.com) with subject line “Application for Spring 2026 Decarbonization Intern position”. Applications will not be considered without a cover letter clearly explaining why you would be a good fit for this position. We look forward to hearing from you!

*Abode is focused on broadening opportunities for individuals from demographic groups that are historically underrepresented in the energy sector. We are committed to building an inclusive workplace culture where talented people of widely diverse backgrounds thrive. All qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, veteran status or disability.*