

Erie County Climate Action Intern

Exam type: Non-Competitive (no exam required)

Department: Erie County DEPARTMENT OF ENVIRONMENT AND PLANNING

Location: 95 Franklin St., Buffalo

Posting Dates: August 3, 2022 – September 30, 2022

Salary: Starting at \$17.00 per hour

Description:

ERIE COUNTY DEPARTMENT OF ENVIRONMENT AND PLANNING

Erie County Climate Action Intern

Starting at \$17.00 per hour, up to 40 hours per week

The Erie County Department of Environment and Planning – Environmental Compliance Services Division is actively seeking a part-time Erie County Climate Action intern for our downtown Buffalo office.

Work will be focused on assisting with the Erie County Climate Action Ambassador Program, and coordinating feedback from community groups. This initiative is described at erie.gov/climateaction.

The Intern will work with the Environmental Compliance Services Division to perform tasks related to public engagement and communications, data collection, website management, and writing and organization, including:

- Lead role of supporting the Climate Ambassador Program
- Working as a team member on projects under direct supervision and mentorship
- Assisting with communication and feedback from program participants
- Working with diverse communities
- Updating website and social media platforms

MINIMUM QUALIFICATIONS:

A) Recently graduated from or currently enrolled in good academic standing in a Bachelors' or Masters' Degree program at a regionally accredited or New York State registered college or university and a minimum of one (1) years of coursework completed.

B) Minimum 3.0 GPA

C) Demonstrated interest and coursework or experience on community sustainability, climate change, energy or related topics.

D) Must be capable of the basic operation of a Windows-based personal computer and have a basic familiarity of Microsoft Office including Word and Excel.

E) Organized, responsive and able to gain support and consensus with multiple stakeholders.

F) Must effectively communicate orally and in writing.

G) The ability to work with under-resourced and marginalized low-income communities is strongly desired.

To apply please email cleanenergyintern@erie.gov, and you will be sent application information.

Erie County is an Equal Opportunity Employer.