

Erie County Low Income Program for Sustainable Energy (ECLIPSE) Research 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 – August 22, 2022

Salary: Starting at \$17.00 per hour

Description:

ERIE COUNTY DEPARTMENT OF ENVIRONMENT AND PLANNING

Erie County Low Income Program for Sustainable Energy (ECLIPSE) Research 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 full or part-time ECLIPSE intern for our downtown Buffalo office. The intern selected will be employed for up to 480 hours total.

Work will be focused on assisting with the ECLIPSE Program; assisting with internal benchmarking of energy programs that serve Erie County residents.

The Intern will work with the ECLIPSE team to perform tasks related to data collection, and writing and organization, including:

- Lead role of supporting the Project Coordinator of the ECLIPSE program
- Working as a team member on projects under direct supervision and mentorship
- Research best practices of other counties
- Working with data sets from multiple County departments
- Use Excel to track data
- Conduct Interviews of Erie County Departments that administer programs having to do with Energy
- Assist with communication and feedback from Erie County Departments
- Assist with writing “Low-to-Moderate Income Existing Programs and Opportunities” Report

MINIMUM QUALIFICATIONS:

A) An individual currently attending or who attended a degree program at a college or university, located in New York State within the within the last 12 months as of the date of the intern application.

Or: A New York State resident attending or who attended a college or university outside of New York State within the last 12 months as of the date of the intern application. New York State

residency, with proof of residency such as rental agreement or utility bills, must have been established prior to the start of the internship.

Or: A New York State resident who is at least 16 years of age and is a member of a [disadvantaged community](#) and/or [priority population](#).

B) Minimum 3.0 GPA

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

D) Ability to breakdown data sets from different sources into common terms.

E) Must be capable of the basic operation of a Windows-based personal computer and have a familiarity of Microsoft Office including Word and have a full excel proficiency.

F) Organized, responsive and able to gain support and consensus with multiple stakeholders. Ability to communicate with multidisciplinary group.

G) Must effectively communicate orally and in writing.

H) 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 instructions.

Erie County is an Equal Opportunity Employer.