

## CLIMATE PLANNING INTERN

At GreenerU, we envision educational and community institutions leading the world in mitigating climate change. Our mission is to help our clients achieve climate neutrality and sustainable operations.

GreenerU helps institutions navigate the organizational, operational, and infrastructure changes required to reach climate neutrality through planning, engineering, and implementation. We're in this because we care—about the planet, about our clients, and about each other.

We are looking for a committed, passionate, fun, and energetic individual to join our team.

### THE POSITION

GreenerU seeks a climate planning intern who is passionate about climate change mitigation, particularly in leading educational and community institutions on a path to climate neutrality. This position offers flexible hours and a largely remote work environment, but with opportunities to engage with coworkers in our Waltham-based office. We are a busy, fun, and supportive workplace with a staff ranging from climate action planning professionals to energy engineers to construction workers. The sustainability planning intern will report to the Vice President of Planning and Customer Engagement.

### REQUIRED SKILLS AND EXPERIENCE

- Current or recently graduated college student from a Massachusetts school or Massachusetts permanent resident
- Passion for energy conservation, environmentalism, and climate change mitigation
- Excellent writing abilities with advanced competence in grammar and clarity
- Demonstrated ability to research climate-related subjects and articulate complex ideas clearly and succinctly
- Excellent interpersonal, collaboration, and communication skills
- Ability to present information in a clear, concise, objective, and fact-based manner
- Project management and teamwork
- A natural drive for excellence, continuous improvement, and cooperation
- Openness to give and receive ongoing feedback
- A willingness to learn new things and to ask questions
- An ability to step outside your comfort zone and help wherever help is needed
- An interest in consulting work
- Flexibility, adaptability, and good time management
- Proficiency with MS Office (Word, PowerPoint and Excel), G Suite (Google Docs, Sheets, Forms, and Drive), and multiple Zoom functions
- Sense of humor

### PREFERRED SKILLS AND EXPERIENCE

- Work experience in a team-based professional environment
- Demonstrated knowledge of climate and sustainability topics
- Experience with climate justice and equity
- Experience with group meeting facilitation, such as leading a class activity, club, or project
- Experience with a long-term planning process, such as a capstone project, marketing campaign, or sustainability plan
- Background in contributing to and celebrating diversity in the workplace

## SAMPLE RESPONSIBILITIES AND LEARNING OPPORTUNITIES

- Providing assistance with greenhouse gas emissions inventory calculations
- Assisting with collecting and/or reviewing AASHE STARS inventories
- Performing research on client baseline data and area-specific climate legislation
- Reviewing and synthesizing clients' background materials and existing plans
- Writing accurate, succinct summaries of research and using appropriate source citation
- Participating in client meetings on topics ranging from campus decarbonization to state electric vehicle infrastructure
- Finalizing an in-house baseline data collection program (the climate accounting tool, or CAT)
- Learning how to manage professional meetings
- Learning how to understand clients' needs

## OUR CULTURE

At GreenerU we create a culture of excellence, key components of which include:

- Strong collaboration both internally and with our clients
- Putting our clients' interests first
- Continually raising the bar by which we measure success
- Frequently seeking feedback from and respectfully providing feedback to co-workers and clients on how to grow and improve
- Hiring and promoting high-performing individuals

Furthermore, as a mission-driven company, it is important that GreenerU emulate its values and interest in achieving broader sustainability on a daily basis both internally and externally. GreenerU strives to create an environment and operate in a fashion that reflects our values and mission. Employees need to understand and embrace the values our team honors every day.

GreenerU is a workplace environment committed to diversity, inclusion, equity, and justice. We are an affirmative-action, equal-opportunity employer and encourage candidates of diverse backgrounds to apply. We are looking for a committed, passionate, fun, and energetic individual to join our team.

GreenerU offers ample learning opportunities and an inside look at how many of our clients—college campuses, independent schools, and nonprofit organizations across the country—are approaching and leading climate change mitigation. We offer a flexible schedule and a mostly remote working environment.

Candidates are encouraged to apply to [jennifer.h@greeneru.com](mailto:jennifer.h@greeneru.com) by providing a **resume** and **one-page cover letter** describing your interest, skills, and relevant background experience. Candidates will be required to submit references upon request. Applications without cover letters will not be considered. **No calls, please.** All staff is expected to be fully vaccinated for Covid-19. **For more information about GreenerU, please visit our website at [www.greeneru.com](http://www.greeneru.com).**