



INTERNSHIP OPPORTUNITY NOTICE

Climate Policy Intern

The Office of the Brooklyn Borough President is seeking a dynamic and energetic intern in climate policy for a Masters-level student. The Office is deeply invested in issues concerning equity, affordability, and accessibility of the borough, including a focus on equitable approaches to climate resiliency. The Climate Policy Intern will conduct research analysis, draft policy recommendations, and assist in the development and implementation of public policy priorities in the office. This semester, the research will focus on green energy and associated efforts to decarbonize our electrical grid, vehicles, buildings, and waste stream. The intern will report directly to the Legislative Director. The candidate must be flexible to work 15 – 20 hours a week and will perform a wide range of tasks including, but not limited to:

- Assist the Legislative Director with research of policy matters using original source material, primary documents, news media, City policy, budget documents, and the City's open data platform.
- Analyze developments in climate policy and the green energy field and prepare written briefings.
- Research and prepare new opportunities for partnerships with organizations working in climate resiliency.
- Attend relevant community meetings, and if possible provide support for a Green Building Resource Fair taking place September 21.

Minimum Qualification Requirements

1. Matriculation in a Masters Level program in public policy, environmental policy, or related field
2. Ability to receive course credit for the internship.

Preferred Skills

- Strong interpersonal written, verbal, and communication skills with the ability to establish and maintain excellent relationships with others.
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial, and cultural backgrounds.
- Must have the ability to work independently and collaboratively.
- Excellent organizational and effective time management skills.
- Organized, detail-oriented, and able to multi-task and prioritize duties.
- Proficiency in using various Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook; and familiarity with virtual platforms (e.g., WebEx, Zoom, and Microsoft Team).
- Highly motivated and self-directed; capable of seeing projects through from beginning to end.

To apply: Submit a resume, and cover letter to BKBPHR@brooklynbp.nyc.gov subject line “Legislation Intern” submission of an application package does not guarantee that you will be selected for the internship.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to apply for a job because of your disability. You can request reasonable accommodations from the EEO office at BKBPEEO@brooklynbp.nyc.gov.

Post Date: August 18, 2023
