



Mayor's Office of Sustainability

Position Title: Building Energy Efficiency Program Intern

Intern Job ID: 2032

Education Level: Graduate Students

The Mayor's Office of Sustainability seeks an intern to support the program design, launch and implementation of its Building Energy Efficiency Program: NYC Accelerator.

About the Office:

The Mayor's Office of Sustainability (MOS) is responsible for developing policies and programs to enhance the near-term and long-term sustainability of the City of New York, as outlined in the City's sustainability plan: One New York 2050: Building a Strong and Fair City (OneNYC). MOS is responsible for overseeing the goals outlined in OneNYC to make New York City the most sustainable large city in the world; achieve carbon neutrality; achieve Zero Waste to landfill by 2030; and improve New York City's air quality. MOS promotes the integration of sustainability goals and practices into the work of City agencies and the lives of New Yorkers.

About the Role:

In 2015 the City launched the NYC Retrofit Accelerator, a program that offers personalized assistance for stakeholders in privately-owned buildings to complete energy efficiency, water conservation, and clean energy upgrades. The NYC Retrofit Accelerator focuses primarily on large buildings that are subject to the City's building energy local laws. In addition, in 2015 the City launched Community Retrofit NYC, a program that is focused on providing assistance to owners of small- and mid-sized multifamily buildings in Central Brooklyn. In 2019, the City will launch an expanded NYC Building Energy Efficiency Program. This will encompass multiple tracks, including an Existing Buildings Track, a High Performance Retrofit Track, a Neighborhood Focus Track focused on smaller building in Central Brooklyn and Upper Manhattan, and a New Buildings Track. The program will employ a data-driven targeting approach to identify private buildings that have greatest opportunity or need to reduce greenhouse gas emissions. The program goal is that at least 60% of the program pipeline focus on the City's affordable housing stock. A Contractor implements and carries out direct outreach to building decision-makers, under close supervision and strategic guidance from MOS staff.

MOS seeks an intern to support the launch and implementation of the new Building Energy Efficiency Program – NYC Accelerator. The intern will contribute to discreet projects related to the launch of the program, and may work on any of the four program tracks. Additionally, the intern may support the implementation of the new Property Assessed Clean Energy (PACE) financing program, which will launch in 2019 and share a marketing and targeting strategy with the NYC Accelerator.

Responsibilities may include:

- Contribute to the strategic development and data-driven targeting strategy for any of the four NYC Accelerator program tracks
- Support the community driven outreach and convening of community advisory boards for the Neighborhood Focused Track in Central Brooklyn and Upper Manhattan
- Support the production and implementation of marketing and educational materials across all program tracks and PACE financing program
- Support administration of program budget, procurement, and administrative processes with Mayor's Office, Department of Environmental Protection, and other City agencies.

Qualifications:

- Enrolled in a Masters program in Environmental Sustainability, Engineering, Architecture, Real Estate, Public Policy, Urban Planning, Finance or a related field
- Familiarity with key policy topics in environmental sustainability
- Familiarity with buildings, HVAC systems, design, affordable housing, real estate, building design, and construction
- Strong organizational and interpersonal skills.
- Candidates should be comfortable with public speaking, working with diverse stakeholder groups, and environmental issues.
- College Student candidates must be an enrolled and registered student accumulating credits. Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

Salary:

Undergraduate College Students: \$15.75 per hour

Graduate Students: \$17 per hour

To Apply:

Click on [Internship Candidate Application](#) and submit an application, resume, cover letter and essay.

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers