



Position: Policy & Government Affairs Intern

Duration: 12 weeks

Schedule: 20 hours/week

Paid Position

Location: Boston, MA or remote

Reports to: Vice President, Policy & Government Affairs

Start Date: September

Position Overview

NECEC (Northeast Clean Energy Council & NECEC Institute) is the premier voice of businesses building a world-class clean energy hub in the Northeast, helping clean energy companies start, scale and succeed with our unique business, innovation and policy leadership. NECEC includes the Northeast Clean Energy Council (a nonprofit business member organization) and NECEC Institute (a nonprofit focused on industry research, innovation, policy development and communications initiatives). NECEC brings together business leaders and key stakeholders to engage in influential policy discussions and business initiatives while building connections that propel the clean energy industry forward.

NECEC is the lead voice for hundreds of clean energy companies across the Northeast, influencing the energy policy agenda and growing the clean energy economy. NECEC's Policy and Government Affairs team works to influence the energy policy agenda to support the mission of the NECEC and the business objectives of NECEC members, as well as to highlight the benefits of clean energy to the citizens, businesses, and industry of New England.

NECEC is committed to providing an inclusive and supportive work environment. We celebrate and embrace diversity among our staff and network, and work hard to create a team atmosphere based on mutual respect. Our staff is hard-working and team-oriented.

POSITION BACKGROUND

Public policies are major drivers for the clean energy industry, which operates in the context of a highly regulated environment. The six New England states and New York have implemented a portfolio of clean energy policies and a diverse set of nation-leading programs that have both near- and long-term impacts on the acceleration of regional clean energy companies and jobs, and the adoption of clean energy solutions to energy and environmental concerns, including energy costs, energy source diversity, energy security, and reduction in greenhouse gas (GHG) and other emissions.

POSITION DESCRIPTION

NECEC is seeking a policy intern to support the Policy and Government Affairs team. Reporting directly to the Vice President, the policy intern will be responsible for supporting NECEC's policy

development and policy advocacy efforts across the Northeast. Responsibilities include but are not limited to:

- Literature review, policy research, and preliminary policy analysis
- Regulatory and legislative bill tracking and preparation of summary reports
- Communications and logistical support to the Policy Committee and Working Groups
- Drafting of letters, memoranda, reports, and presentations
- Administrative and support to the Vice President and Policy and Government Affairs team
- Undergraduate and graduate students with energy and environmental policy, economics and planning concentrations are highly encouraged to apply.

QUALIFICATIONS

Qualified candidates should:

- Have strong written and oral communications skills
- Demonstrate strong analytical capabilities
- Be able to work independently, with initial guidance
- Be flexible
- Be able to tackle multiple assignments simultaneously
- Pay close attention to detail

This is a tremendous opportunity to work with seasoned energy policy experts and it provides exposure to some of the most successful and rapidly growing businesses in the clean energy industry in the Northeast and nationally.

The Policy intern is part time (20 hours per week) and will work out of NECEC's Boston office, and/or remotely, in alignment with the NECEC's policies. The Policy Intern will report to the Vice President and work with NECEC's Policy and Government Affairs team. The Policy and Government Affairs team includes NECEC's President, the Vice President, the Government Relations Executive and the Policy Associate. The intern will also work with NECEC's Communications and Innovation teams as well as our state coordinators and partners in Connecticut, Maine, New Hampshire, Rhode Island and Vermont.

Please send your resume, cover letter indicating your interest and explaining how your skills will support NECEC, three references, and a short writing sample to careers@necec.org.

As an Equal Opportunity Employer, NECEC does not discriminate on the basis of race, color, religion, sex, pregnancy status, marital status, national origin, disability, age, sexual orientation, veteran status, genetic information, gender identity, gender expression, or any other factor prohibited by law. Our management team is dedicated to this policy with respect to recruitment,



hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.