

## Dane County Office of Energy and Climate Change

**Job Position:** Climate Action Intern

**Job Period:** Limited-Term Volunteer, 20 hours per week (Part-Time)

**Location:** Madison, WI – possible to do all work remotely

### Qualifications:

- Demonstrated interest in sustainability, clean energy or climate change
- Strong written and oral communications skills, including outstanding listening skills
- Ability to work collaboratively with team members
- Detail-oriented
- Highly organized
- Enthusiastic about learning new skills
- Experience using Microsoft Office and Google documents
- Bachelor's degree in business, economics, political science, environmental science

### Job Summary:

In 2020 the Dane County Office of Energy & Climate Change (OECC) issued a comprehensive, countywide, economy-wide Climate Action Plan (CAP). The Clean Economy intern will work with OECC staff and its partners to support the implementation and outcome tracking of various CAP initiatives.

### Key Duties and Responsibilities:

- Assist with ongoing tracking of key Climate Action Plan outcomes. Responsibilities include:
  - Creating a process to secure data associated with CAP outcomes
  - Developing graphs or other visuals to communicate progress on CAP outcomes
  - Creating a dashboard displaying progress on outcomes, to be integrated into the Office website
- Update Dane County's CDP submission. Efforts include:
  - Reviewing 2020 submission
  - Researching and drafting updates to 2020 submission
  - Assisting with submission of the 2021 updates
- Provide technical support and assistance to one or more OECC initiatives associated with the climate-health equity nexus, renewable energy, energy efficiency, electrification, carbon sequestration, or methane digesters. Specific efforts may include secondary research, facilitating stakeholder discussions, assisting with program design, or writing white papers.
- Research and write up climate success stories for the OECC website
- Support expansion of maps and other tools on the OECC website
- Other duties as assigned.

**To apply, send a resume and cover letter to [OECC@countyofdane.com](mailto:OECC@countyofdane.com).**