

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:

- Research and write up climate success stories for the OECC website
- 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 annual CDP submission. Efforts include:
 - Reviewing previous year submission
 - Researching and drafting updates to current year submission
- 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.
- 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.