Cambridge Net Zero Initiative Intern
City of Cambridge – Community Development Department
Environmental and Transportation Division

Agency Description
The Environmental and Transportation Planning Division of the City of Cambridge Community Development Department is responsible for improving quality of life by working to protect and improve the city's environment, reduce greenhouse gas emissions, and by planning environmentally friendly improvements to the city's transportation system. In 2015, the City of Cambridge enacted the Net Zero Action Plan to put Cambridge buildings on the path to net zero GHG emissions by 2040 through a combination of energy efficient design and operation and renewable energy supply for new and existing buildings. Building are particularly important to addressing climate change because they contribute 80% of Cambridge’s GHG emissions.

Position Responsibilities
The Net Zero Initiative Intern will assist staff with implementation of the Getting to Net Zero Action Plan by enabling energy efficiency and renewable energy in Cambridge buildings. Duties will focus on research of energy efficiency and renewable energy policies and programs related to Net Zero Action Plan goals, stakeholder engagement and administration to support the Net Zero Action Plan 5-Year Review, and communication of program activities and results. The ability to work independently to find information and solve problems is central to this position. Tasks include, but are not limited to:

Research:
- Net zero emissions and energy terms, programs, and best practices
- Building energy efficiency and renewable energy technologies
- Building energy codes, standards, zoning, and related regulations
- Data collection and analysis to inform policy development utilizing multiple sources including the Cambridge Building Energy Use Disclosure Ordinance, GHG Inventory, and Property Database
- Research and composition of case studies of Cambridge buildings with clean energy technologies

Stakeholder Engagement and Administration
- Support outreach to Net Zero Action Plan 5-Year Review stakeholder committee members
- Schedule meetings and arrange meeting logistics, such as AV and food
- Respond to stakeholder inquiries and concerns in a timely and sensitive manner
- Manage Net Zero Action Plan 5-Year Review project website with meeting information, documents, and other relevant resources

Communications
- Summarize research through memos and contribute to the Net Zero Action Plan Annual Report
- Pursue public engagement and education through print, web, and social media channels
- Assist with stakeholder engagement and coordination of outreach events
- Manage updates to the Net Zero Action Plan website (cambridgema.gov/netzero)
- Draft and publish the six-month Net Zero Action Plan newsletter

Additional projects may be identified based on the applicant’s skills and interests, and the Division’s needs.
Qualifications:
The successful candidate will be able to demonstrate the following:

- BA/BS in a related field of study or 1 to 3 years work experience in energy and/or data collection and analysis;
- Basic understanding of energy efficiency and renewable energy technologies in the context of building systems preferred
- Basic website development/editing experience
- Fluency in the use of Microsoft Excel to conduct data analysis and organize information
- Demonstrated research ability
- Strong writing skills and comfort with public communications
- Experience considering program and policy impacts on multiple communities, including communities of color, and experience incorporating the perspectives of those communities in decision-making processes
- Exceptional organization and ability to coordinate logistics
- Ability to remain flexible and thrive in an independent, fast paced and dynamic environment
- Genuine interest in the energy and climate field

Start Date: February 2020 (exact date negotiable)
End Date: August 2020, with potential to extend
Hours: Part-time (10-19.5 hours per week)
Compensation: $16.15/hour

Contact:
Seth Federspiel
Environmental & Transportation Planning Division
Community Development Department
344 Broadway
Cambridge, MA 02139
Phone: 617-349-4674

To Apply: Submit a cover letter and resume to Seth Federspiel at sfederspiel@cambridgema.gov. Position open until filled (applications preferred by 2/18/20)

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