



**JOB TITLE:** Clean Energy Workforce Intern

**POSITION OVERVIEW:**

RETI Center is a nonprofit based in Brooklyn with a mission to educate, train, and work with local youth, experts, professionals, and community members to transform our coastal city from one that is driven by fossil-fuels to one balancing equity, ecology, and economy. We believe experiential learning and innovative ideas empower all of society to adapt and thrive together.

RETI Center's Local Power program is a clean energy workforce training program that is a cross-sector collaboration of workforce development experts, community service providers, and the renewable energy industry. RETI is committed to growing the clean energy workforce required for a just transition by training frontline community members and connecting them to green career pathways that provide family-sustaining wages, opportunities for advancement, and climate resiliency.

Local Power is part of a greater vision for RETI Center to establish a hub for resiliency and clean energy job training in Brooklyn that quickly and effectively trains individuals who are ready to become the workforce of the new green economy. Local Power builds off of a pilot solar photovoltaic (PV) installation training program initiated by the RETI Center in 2017 and restarted again in the summer of 2021. Since then, RETI has successfully trained over 100 people living in disadvantaged communities with hands-on skills training, certifications, and work experience in the renewable energy sector and this past fall completed our first EV battery and storage training.

The Clean Energy Workforce Intern will support the program by working with new applicants to enroll them in our training program and assist during the training sessions, and with former graduates to maintain relationships and assist placing them in clean energy / green industry internships and jobs.

**PRIMARY DUTIES & RESPONSIBILITIES:**

The Clean Energy Workforce Intern will work with the Workforce Development Coordinator to implement RETI's Local Power clean energy job training and placement program.

Responsibilities may include:

- Support logistics for in-person and virtual workforce training delivery and monitor daily class activities.
- Provide outreach via phone, text, and email to trainees and program graduates concerning program registration, attendance, training status, internships, and job placement opportunities.
- Support internship and job placement programs by developing communication and professional feedback mechanisms between employers, program graduates, and RETI



staff. Including but not limited to meetings, surveys, professional development sessions, and evaluations.

- Assist in maintaining accurate records of employer partnerships, job placements, and outcomes. Help coordinate some employer programming and events, including but not limited to the green jobs fair to be held annually.
- Assist in data management of Local Power Training program metrics as required by grant awards and philanthropic supporters.
- Share stories of success and best practices to highlight program achievement

### **ELIGIBILITY REQUIREMENTS:**

To be eligible to apply for this position, a candidate must be a new hire - not a previous or furloughed employee, contractor, or intern of RETI Center. Additionally, candidates must meet **one** of the following criteria:

- New York State residents who are members of a Disadvantaged Community<sup>1</sup> and/or Priority Population<sup>2</sup>.
- Individuals who are currently attending or have attended a degree program at a college or university located in New York State within the last 12 months as of the date of the intern application.
- New York State residents attending or who have attended a degree program at a college or university outside of New York State within the last 12 months as of the date of the intern application. New York State residency, with proof of residency such as rental

---

<sup>1</sup> "Disadvantaged Communities" New York's Climate Act recognizes that climate change doesn't affect all communities equally. The Climate Act charged the Climate Justice Working Group (CJWG) with the development of criteria to identify disadvantaged communities to ensure that frontline and otherwise underserved communities benefit from the state's historic transition to cleaner, greener sources of energy, reduced pollution and cleaner air, and economic opportunities. After releasing draft disadvantaged communities criteria and hosting a 120-day public comment period for New Yorkers to provide feedback on the draft, the CJWG voted to approve and adopt the final disadvantaged communities criteria on March 27, 2023. An interactive map and associated resources are available online: <https://climate.ny.gov/Resources/Disadvantaged-Communities-Criteria>.

<sup>2</sup> "Priority populations" include:

- Veterans; Individuals with disabilities;
- Low-income individuals, whose household's total income is below or at 60% of the State Median Income, or whose household has been determined eligible for or is receiving assistance through the Home Energy Assistance Program (HEAP), Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), or other human service benefit programs;
- Incumbent or unemployed fossil fuel workers;
- Previously incarcerated individuals;
- 16- to 24-year-olds who are enrolled in or have completed a comprehensive work preparedness training program such as those offered by Boards of Cooperative Education Services (BOCES), technical high schools, Conservation Corps, YouthBuild, and AmeriCorps. The training program must include a combination of rigorous clean energy education with hands-on technical training. Eligibility of work preparedness programs under this category will be considered on a case-by-case basis.;
- Homeless individuals;
- Single parents.



agreement or utility bills, must have been established prior to the start of the internship. Interns moving to the state for an internship do not qualify.

### **QUALIFICATIONS and SKILL DEVELOPMENT:**

We are seeking an early career professional who is interested in pursuing a future in the clean energy industry. Qualifications of interest are listed below and may be demonstrated through educational and lived experience as well as any relevant professional experience.

- Excellent written and interpersonal communication skills
- Effective team member and collaborator
- Strong problem-solving skills and can work through issues autonomously but knows when to seek support from teammates
- Detail-oriented and self-motivated achiever with ability to handle multiple priorities and deadlines
- Enthusiasm and passion for the renewable energy industry, sustainability, environmental justice, climate adaptation and resilience, and social justice
  - Graduates of the Local Power training programs are strongly encouraged to apply.
- Basic knowledge of, or willingness to learn:
  - Microsoft Suite applications (Outlook, Word, Excel, PowerPoint)
  - G-Suite (Google Drive, Google Docs, Google Forms, Google Sheets and Gmail),
  - Dropbox, Airtable, Zoom, Adobe Creative Suite, Canva
- Fluency in Spanish, Chinese or other language skills are a plus

### **COMPENSATION AND TERMS:**

- This is a grant-funded position with a minimum commitment of 80 hours and a maximum of 480 hours, with a maximum 12-month duration.
  - RETI is open to creating a time commitment that works for the right candidate - for example, a candidate interested in working full-time could work 40 hours a week for up to 12 weeks; alternatively, a part-time intern could average 20 hours a week for up to 24 weeks. **Please indicate any preferences around weekly time commitment in your cover letter.**
- Most working hours will take place Monday-Friday, with occasional weeknight and weekend time for community events.
- The position is hybrid remote and in-person, with most in-person hours reporting to RETI offices in Red Hook, Brooklyn.

Salary: \$17-20/hour

**START DATE:** As soon as possible.



**TO APPLY:** Please send your cover letter and resume as PDF files to [maria@reticenter.org](mailto:maria@reticenter.org). Please include "Clean Energy Workforce Internship" – [YOUR NAME]" as your subject line.

*RETI Center is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We welcome and encourage qualified candidates from all national, religious, racial and ethnic backgrounds, from all gender expressions and sexual identities, and from persons living with disabilities, to apply to become a part of our organization.*

[www.reticenter.org](http://www.reticenter.org)