# NEEP PAID MASSCEC INTERNSHIP

Spring 2027

Are you interested in helping to create a more sustainable future by reducing energy use and carbon emissions? Do you love to solve problems by working with partners? Are you interested in how policy can help slow climate change? If so, consider applying to Northeast Energy Efficiency Partnerships (NEEP) for a paid internship.

## About NEEP

NEEP is a regional non-profit that works to create a more sustainable future by reducing energy use and carbon emissions from the built environment. NEEP was founded in 1996 to promote the efficient use of energy in homes, buildings, and industry in the Northeast and Mid-Atlantic region. Our mission is to accelerate energy efficiency, heating electrification, and grid-interactive homes and buildings as essential solutions to support our regions' long-term shared goal to reduce carbon emissions by at least 80% by 2050.

NEEP seeks intern candidates interested in clean energy and climate stabilization, and in contributing to a mission-driven organization. This opportunity is open to current students or recent graduates eligible to participate in the MassCEC Clean Energy Internship Program. This is primarily a remote position, but interns must meet at NEEP's coworking space in Boston at least once over the course of the session. Interns are expected to work 20 hours per week for a 12-week period during the fall session (January 4 – May 14, 2027).

## Responsibilities

To provide you with a valuable experience, interns are asked to be flexible and willing to work across a variety of projects. NEEP interns help provide general support and are matched with areas of highest need and best fit with individual interests and skills. Interns may also have opportunities to learn about energy efficiency and business in a real-world setting by participating in staff meetings, educational webinars, and attending industry meetings and conferences. Sample projects include:

- Tracking policy and program developments and data
- Researching and assessing energy, environmental, technology, economic, or policy issues
- Supporting publications such as briefs, fact sheets, and case studies with research, analysis, writing, and editing
- Helping to build and maintain our partner database
- Writing/editing articles for our blog, www.neep.org/blog
- Helping to plan and coordinate workshops and virtual meetings with partners
- Project management coordination and program status tracking
- Partner correspondence, responding to day-to-day questions, and assisting with outreach activities
- Updating project matrices with the latest policy and program developments in key areas of building energy efficiency

## Qualifications

- Candidate must be a current student pursuing a Bachelor's or Master's degree, or a recent graduate, preferably in a related technology, energy, environmental, public policy, or business field
- Applicants must be eligible to participate in the MassCEC Clean Energy Internship Program. To be eligible, students must attend, or have recently graduated within the past year from, a Massachusetts college or university, or they must be a Massachusetts resident, with proof of residency, who attended an out-of-state college or university. For more information and to apply, visit the MassCEC website.
- Attention to detail and accuracy
- Strong verbal, written, technical communication, and presentation skills
- Ability to take direction, work independently, and coordinate with others
- Proficient in Microsoft Office (PowerPoint, Excel, Word) and internet tools, website development, and content management systems a plus
- Interest in energy efficiency; ability to be an advocate for NEEP's mission and vision

## Application Process

When you apply:

- Send your resume and a cover letter to: interns@neep.org
- Include your name in the email subject line, e.g., "Jane Smith – Intern Applicant"
- Confirm that you are registered and eligible to participate in the MassCEC Clean Energy Internship Program
- Specify the timeframe you are available to work
- Tell us why you are interested in working with NEEP and which areas of our work interest you
- References are needed only upon request

*NEEP is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, sex, age, national origin, and physical or mental disability. We apply this policy to assure non-discriminatory practices in recruiting, hiring, training, promotion, compensation, benefits, and all other activities. This also supports our capacity to achieve our mission on a regional scale.*