



Program Administrator Internship

Do you want to advance racial and economic justice while tackling climate change? Join an innovative young nonprofit organization, All In Energy (AIE), as we work to expand access to climate solutions and green jobs across the Commonwealth. Our mission is to accelerate an *inclusive* clean energy economy. We work hand-in-hand with cities and local community organizations to connect communities of color, non-English speakers and renters/landlords to energy-saving programs and affordable renewable energy. These programs help families and small businesses save money, make their homes healthier, and reduce emissions to combat climate change.

We are seeking a dynamic and passionate college student or recent graduate to engage residents at community events. We have a special focus on Environmental Justice Communities, or EJC's, that are disproportionately underrepresented in participation in energy efficiency programs previously. This role will primarily support and report to the Community Programs Director, and will attend check-ins with an assigned mentor from the program team.

Program Administrator Responsibilities will include:

- Oversee upcoming events via Asana, a task management software, to share with Program Administrators and coordinate logistics/support for events with Program Managers. This includes:
 - Gathering all necessary details about events.
 - Identifying which staff member can attend, communicating all necessary details to them well in advance of the event and confirming details with event organizers and local Program Manager.
- Assemble resources via Google Suite and Canva for events, training, and community learning materials.
- Set up interactive training activities following adult education best practices to support information retention from existing program training materials.
- Review and edit errors from outreach and activity records submitted by community teams and update appropriate reports to grant administrators.
- Join and support some of the community grant recipient check-in meetings to learn more about the dynamic role we play as a support for community-driven outreach efforts.
- Develop meeting coordination and facilitation skills at larger training sessions including planning and potentially facilitating icebreakers and offering meeting support. Support with meeting notetaking.
- Research potential partnerships, on-going events, and tools to support programmatic goals
- Interviewing current staff on current processes and available practices to support with succession planning an intern/staff onboarding.
- Support the organization and Program Team in other ways, as requested.

Required Qualifications:

- Passion for addressing global climate change, equitable clean energy access, and economic and environmental justice.
- Demonstrated ability to creatively problem solve and overcome obstacles off the cuff.



- Ability to work independently and as a part of a small, nimble team.
- An established close attention to detail and an ability to keep records and systems organized.
- Ability to travel around the Greater Boston and/or Merrimack Valley area.
- Attention to detail.

Preferred Qualifications:

- Experience communicating with the residents of low-income and/or majority-minority communities
- Sales, outreach, or organizing experience, e.g. retail, political canvassing, fundraising
- Research skills
- Experience with Asana, or other task management platforms (ie. Monday.com, trello, etc.), Canva and Google Suite
- Bilingual is a plus!

Hours and Compensation:

- \$18/hour
- Up to 20 hours per week for up to 12 weeks in the fall
- Flexible schedule of primarily remote work, with some in-person outreach events occasionally on evenings and weekends
- Work tools/apps can be accessible via phone or desktop.
- Opportunities to establish connections with different departments and staff.

To Apply: Send your resume to tasha@allinenergy.org with the position title in the subject line.

All In Energy is an equal opportunity employer who values diversity. In particular, we're dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the clean energy economy. We're committed to building an inclusive workplace culture where talented people of widely diverse backgrounds can thrive. We are actively seeking people who bring diverse backgrounds and perspectives to join us in this work.