



## Position Description

Title: Climate and Energy Outreach Intern  
Reports to: Climate and Energy Outreach Coordinator  
Status: 15-week Summer term  
Location: Town Hall, 493 Main Street (and offsite)  
Hours: Monday – Friday, 8:30 am – 4:30 pm plus some evenings and weekends

## Scope:

The Climate and Energy Outreach intern will assist the coordinator as the front-line driver of community education and engagement efforts in Mahone Bay using techniques including door-to-door canvassing and community workshops. The intern works closely with Town staff to implement climate and energy community engagement and outreach initiatives. The intern identifies and utilizes digital communication tools to engage residents.

## Qualifications

### Experience

- Applicants should have experience working in a community setting (e.g. municipal, non-profit, or volunteer group);
- Community engagement, organizing, or canvassing;
- Experience in renewable energy, energy efficiency, or a related field a plus;
- Preference will be given to applicants pursuing a university degree in Engineering, Environmental Studies, Sustainability, Urban Planning or an equivalent.

### Skills

- Demonstrated ability to commit to a team-oriented task or project;
- Quality-consciousness and exceptional attention to detail;
- Strong active listening and communication skills and experience with online communications channels and social media;
- Demonstrated understanding of energy and climate issues in the context of local government;

## General

- Licensed driver with a willingness to travel as needed;
- Ability to walk/stand for up to five hours at a time in unpredictable weather conditions with reasonable accommodation;
- Ability to work offsite and after hours, occasionally on weekends, on an at-need basis and with advance notice;

## Summary of Principle Duties and Functions

- Serve as a front-line advocate that engages with residents on climate and energy;
- Communicate complex climate and energy issues in understandable and engaging ways in one-on-one or group settings;
- Effectively represent the Town by displaying professionalism and customer service;
- Conduct community outreach including door-to-door canvassing in town;
- Help develop, organize, and most importantly execute community campaigns and events;
- Assist in engaging community stakeholders to promote energy efficiency programs and increase awareness and adoption of these programs;
- Support communications including online communications channels and social media;
- Work closely with Town staff to develop climate and energy content for factsheets, brochures, posters, web pages, and social media platforms;
- Support Town staff in developing strategies through research, logistical support and a willingness to contribute wherever needed;
- Perform related duties as required.