

Throwe Environmental Internship Program - Fall 2022

Climate Policy Internship

About Throwe Environmental

[Throwe Environmental, LLC](#) is an independent contracting company that focuses on building community resilience to climate change through leadership, action, and investment. Our clients include federal, Tribal, state, and local governments, as well as not-for-profit organizations, institutions of higher education, and for-profit businesses. We provide a number of services to our clients, covering topics such as resilience to climate change; environmental funding, financing, and investment; policy and governance; leadership development; outreach and engagement; and environmental justice. At Throwe Environmental, we believe in empowering our clients to develop and implement practical solutions to their climate challenges. Resilience and sustainability are two key tenets of our approach and we aim to pass these values on to every community we work with.

Job Description

Throwe Environmental is seeking up to **two motivated Climate Policy Intern(s)** who are passionate about sustainability, justice, and resilience to climate change. The focus of this role will include researching, analyzing, and synthesizing relevant literature and case studies on a variety of policy issues; organizing important data and findings; and supporting full-time staff responsible for overseeing Throwe's range of projects. The ideal candidates will feel comfortable balancing multiple projects and priorities, collaborate easily, and have strong written and verbal communication skills.

Diversity, equity, and inclusion are core values at Throwe Environmental, and we are seeking to develop a workforce that adequately represents all of the communities we serve. That said, women, people of color, individuals from protected groups, and other diverse candidates are strongly encouraged to apply.

Key Responsibilities

- Conduct extensive research and literature reviews; analyze, synthesize, and organize findings; and discuss findings with staff
- Develop and disseminate meeting materials (i.e., slides, agendas, etc.), outreach materials (i.e., flyers, LinkedIn posts, etc.), and supporting documentation for internal meetings, as well as external meetings with clients and relevant stakeholders
- Coordinate event logistics including creation of agendas, speaker engagement, venue selection, preparation of meeting materials, and other relevant activities

- Data organization and management, including contact tracking
- Other program management duties as needed

Outcomes for Applicant

- Exposure to a wide breadth of projects, programs, and work experience that will provide substantial opportunities for knowledge transfer and professional development
- Gain a deeper understanding of core sustainable funding, financing, and investment concepts and applications in the context of Tribal, state, and local environmental and climate resilience
- Practical experience identifying, analyzing, and synthesizing research materials to inform decision-making and policy development
- Enhanced critical thinking skills developed through independent and team-based work
- Ability to earn college credits¹

Education and Experience

- Currently enrolled student (undergraduate or graduate level) or recent graduate;
- Or equivalent professional/combined professional and educational experience

Required Skills and Qualifications

- Ability to synthesize large amounts of research into key takeaways
- Excellent organization and time management skills
- Strong communication skills, both written and verbal
- Basic computer skills, including ability to use/learn Google Workspace and video-conferencing platforms (ZOOM, Teams, etc.)
- Ability to successfully work both independently and as part of a team
- Experience with or passion for climate resilience, financing, or related fields (preferred)
- Experience researching, analyzing, and/or writing policy (preferred)

Additional Information

Job Type: Internship, part-time

Pay: Competitive pay, varies depending on experience

Schedule: 15-20 hours per week, on average; flexible schedule

Duration: Up to 6 months (including 2 month probationary period) with the ability to extend, contingent upon agreement between both parties

Work location: Remote (location in New England or Mid-Atlantic a plus, but not required)

¹ Throwe Environmental cannot guarantee the applicant will receive college credits for this experience. As with any internship program, the allocation of credits is strictly between the student and their university. That said, Throwe Environmental encourages the applicant to pursue college credits as appropriate and is happy to provide written and/or verbal verification of the applicants' internship experiences as necessary.

To Apply

Applications are actively being considered for Fall 2022 and we encourage applicants to apply as soon as possible. However, applications will be considered for all future internship terms on a rolling basis. All applications will be kept on file for up to 12 months for future consideration.

Interested applicants may submit an application at throwe-environmental.com/apply.

Applications should include (1) a 1-2 page resume or CV, (2) a cover letter, (3) an original writing sample written within the last two years. For questions, please email us at info@throwe-environmental.com.

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