



Throwe Environmental Internship Program

NOW OPEN! – *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 climate change resilience and mitigation; 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 onto every community with which we work.

Job Description

Throwe Environmental is seeking a **motivated Climate Policy Intern** who is 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 policy¹ issues; organizing important data and findings; and supporting full-time team members responsible for overseeing Throwe's range of projects. The ideal candidate 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 team members
- Develop and disseminate meeting materials (i.e., slides, agendas, etc.), outreach materials (i.e., flyers, social media, etc.), and supporting documentation for internal meetings, as well as external meetings with clients and relevant stakeholders

¹ Please note that this position is heavily engaged with public policy and is not intended to strengthen skills in science, technology, engineering, and math (STEM).

- Coordinate event logistics including creation of agendas, speaker engagements, venue selection, preparation of meeting materials, and other relevant activities
- Data organization and management, including contact tracking
- Other duties as assigned

Outcomes for Applicant

- Practical experience identifying, analyzing, and synthesizing research materials to inform decision-making and policy development
- Gain a deeper understanding of core sustainable funding, financing, and investment concepts and their applications in the context of Tribal, state, and local environmental and climate resilience
- Exposure to a wide breadth of projects, programs, and work experience that will provide substantial opportunities for knowledge transfer and professional development
- Enhanced critical thinking skills developed through independent and team-based work
- Ability to earn college credits²

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 organizational 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 and/or passion for climate resilience, financing and economics, or related fields (preferred)
- Experience researching, analyzing, and/or writing policy (preferred)

Additional Information

Job Type: Internship, part-time

Pay: Competitive hourly pay rate, varies depending on experience

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

² Throwe Environmental cannot guarantee the applicant will receive college credits for this experience. 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.

Start/End Date: This internship period is anticipated to run 6 months, from early August 2023 through late January 2024. This includes a 1-month probationary period. Contingent on the agreement of both parties, there may be the option to extend the internship beyond the original 6-month period.

Work location: Remote (location in New England or Mid-Atlantic a plus, but not required), with the possibility of limited travel based on interest and availability

Private contractor: Throwe Environmental team members, including interns, are considered independent private contractors. This position does not include paid leave, workers compensation, etc. Independent contractors are responsible for abiding by all applicable federal and state laws regarding 1099 employment. Resources are available to assist you with this process.

To Apply

Please submit applications by 11:59 PM ET Friday, June 30, 2023. Applications submitted after this date will not be considered for this internship term. 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 1 page cover letter, and (3) an original writing sample, up to 5 pages in length, written within the last two years. Incomplete applications, as well as those that do not follow application guidelines, will not be considered.

Throwe Environmental reserves the right to extend the application period, remove this position listing, decline to hire, or hire multiple applicants at its own discretion.

For questions, please email us at info@throwe-environmental.com.

###