Climate Action Storytelling Intern
Boston, MA / Remote

Kim Lundgren Associates, Inc. (KLA) is seeking an organized and driven Climate Action Storytelling Intern for Summer 2024. The intern will work on the KLA Community Dashboard – a web-based Software as a Service (SaaS) product used by local governments. (Here is an example.) Community Dashboards are used to communicate progress on local government climate action plans and inspire action through an interactive, visual platform. The internship is an opportunity to work with an established start-up in the sustainability/climate change/clean energy space on a range of tasks that support the building and maintenance of community dashboards. Additionally, this position will work closely with the Dashboard product owner to assist with user interface/user experience (UI/UX) testing and improvements. Interns will have the chance to contribute to climate action initiatives for communities nationwide. The internship is 100% remote.

KLA is a benefit corporation that partners with local governments to build the sustainable communities they envision. We do this by delivering affordable tools and services to assess, plan, implement, evaluate, and communicate sustainability goals and programs. KLA works with local governments across the country to deliver high quality, data driven climate action and sustainability plans and programs.

KLA is also committed to the values of diversity, equity, and inclusion, and we are committed to supporting young professionals from racial/ethnic backgrounds underrepresented in climate adaptation, mitigation, and the clean energy field. As such, individuals who identify under the imperfect term "BIPOC", that is: Black, Indigenous (or of aboriginal descent), and/or as a person of color, any intersection therein and are from historically excluded backgrounds are strongly encouraged to apply.

Responsibilities
This position will be responsible for the following tasks:
- Assisting with building new and maintaining existing client dashboards:
    - Finding appropriate images to accommodate the content
    - Writing content in a storytelling manor
    - Interpreting greenhouse gas emissions data to create compelling graphs and charts
- Quality Assurance / Quality Checking:
    - Looking for spelling and grammar errors
    - Resolving bad links and glitches
- Helping improve the dashboard product:
    - Product testing
    - UI/UX testing, research, and recommendations
    - Creating internal or external reports or guides

o Performing market research

Qualifications
- Graduate students preferred; otherwise, must be a junior or senior pursuing a bachelor's degree
- Motivated, self-starter – must be comfortable in a fast-paced startup environment
- Must have strong time management skills
- Must have strong written and verbal communication skills
- Strong attention to detail and critical thinking skills
- Comfortable working in a team environment, receiving feedback, frequently checking in
- Proficiency in the essential Microsoft Office tools; Word, Excel, PowerPoint, and SharePoint
- Data visualization and/or marketing experience are a plus

Details
- Requires at least 30 hours per week for 12 weeks between June and August.
- Pays $20/hour.
- Fully remote role.

Please submit a letter of interest, resume, and two relevant work samples to admin@kimlundgrenassociates.com. Please do not submit academic reports.

For best consideration, applications for summer 2024 must be submitted by April 15th, 2024.

Kim Lundgren Associates, Inc. is an Equal Opportunity and Affirmative Action Employer.

Please note: Kim Lundgren Associates, Inc. does not accept resumes submitted by recruiting firms. Unsolicited resumes will be ineligible for referral fees.

Commented [DC1]: What are we hoping to assess here? I think remote work makes this obvious. Ideally we want someone who is team oriented because they'll be more likely to reach out with questions and collaboration opportunities. If we get someone who works independently then they're more likely to sit at their desk waiting for us to always check in.