



Engagement Intern Boston, MA / Remote

Kim Lundgren Associates, Inc. (KLA) is seeking an organized and driven Engagement Intern for Summer 2024. The intern will work on projects related to sustainability and climate action planning with a focus on public engagement activities. The internship is an opportunity to work with an established start-up in the sustainability, climate change, and clean energy space on a range of tasks that could include researching and identifying best practices for community engagement; developing templates and guides for how local governments can engage with residents; social media and graphic design projects; and supporting climate action planning processes. Interns will have the chance to contribute to clean energy initiatives for communities nationwide. The internship is 100% remote.

KLA is a benefits 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:

- Researching and identifying best practices for local governments to conduct public engagement activities and target a wide variety of different audiences
- Researching best practices for conducting surveys and creating internal training materials on survey creation and evaluation
- Creating and designing materials for KLA’s engagement and communications toolkit and internal resource libraries
- Contributing content to KLA’s blog and social media channels

Qualifications

- Must be a junior or senior pursuing a bachelor’s degree; Graduate students preferred
- Entrepreneurial spirit – must be comfortable in a startup environment
- Must have strong written and verbal communication skills
- Ability to organize data and research into user-friendly formats

- Comfortable working independently, as well as working in a collaborative, team environment
- Eager to work in a fast-paced environment
- Proficiency in Microsoft Suite, including strong working knowledge of Excel
- Data visualization, graphic design, and/or facilitation skills 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.