



Spring 2021 Clean Energy Internship Program: Company Application

Applications Due: November 25, 2020

Rhode Island's clean energy industry has seen significant employment growth with an impressive 74% increase since 2014. Over 16,000 green jobs ranging from direct construction, engineering, research, policy, professional services, energy efficiency and more! The RI Clean Energy Internship Program is designed to help provide internship opportunities in these careers.

Students will be able to develop professional skills under the mentorship of an industry partner to combat real world problems in energy and the environment.



Eligibility & Requirements:

- Be an eligible clean energy company. For the purposes of this program, REF defines a clean energy company as “an employer engaged in whole or in part in goods and services, or advanced and applied technologies that significantly reduce or eliminate the use of energy from non-renewable sources, including, but not limited to: energy efficiency; demand response; energy conservation and those technologies powered in whole or in part by the sun, wind, water, biomass, alcohol, wood, fuel cells,” and “any renewable, non-depletable or recyclable fuel.” REF and OER staff in their sole discretion makes the determination of whether an employer is a clean energy employer.
- Be registered to do business in Rhode Island.
- Provide adequate proof that your organization is able to pay your intern(s) and all associated costs associated with employment.
- Successfully demonstrate that your organization has a formal office in Rhode Island.
- Not be an academic or government entity.

How to Apply:

Applicants must complete and submit all application materials electronically to the Renewable Energy Fund by the application deadline – November 25, 2020.

Submit completed applications to:

ref@commerceri.com

Application Packets must include the following:

- Completed Company Application Form
- W9 form

2021 Clean Energy Internship – Industry Partner Application and Guidance

Rhode Island's clean energy industry has seen significant employment growth with an impressive 74% increase since 2014. As of 2020, there are more than 16,000 green jobs in RI which range from direct construction, engineering, research, policy, professional services, energy efficiency and more! The RI Clean Energy Internship Program is designed to help provide internship opportunities in these careers. The Rhode Island Office of Energy Resources, in partnership with Commerce Rhode Island's Renewable Energy Fund, are looking for green companies to partner with to offer internships to students for the Spring of 2021.

Your Commitment to the Clean Energy Internship Program:

- Commitment to the program and agree to the payment terms of the internship
- Provide the intern the wage including in the intern agreement
- Reporting to OER

How to have the best experience with your intern to increase retention and ensure professional development

- Set expectations and guidelines for the intern's work ethic and how your office runs during the interview process, including office hours, dress codes, and conduct
- Discuss the objectives and goals of the position as part of the initial recruiting stage
- Determine who will be a mentor or coach for the intern – this may be someone other than their direct manager
- Create meaningful, practical work experiences that support any administrative tasks in the role
- Set measurable timelines and goals and keep the intern accountable for reporting their progress against them
- Provide candid feedback during the internship and at the end of the spring

A clear and concise job description is critical for this matching your company needs with a potential intern. For tips on writing intern job descriptions, please review the [“Employer Guide: Creating a Meaningful Learning Experience for Students”](#).

Company Application Form

Basic Information

Company Name: _____

Contact Name: _____

Company Address: _____

City: _____

State: _____

Zip Code: _____

Contact Email: _____

Contact Phone: _____

Number of Employees in RI: _____

Clean Energy Sector(s)

From the list below, please select your company's primary clean energy sector(s) (place an X):

___ Alternative

___ Demand Response

___ Hydro

___ Transportation

___ Energy Efficiency

___ Smart Grid

___ Biofuel

___ Fuel Cell

___ Solar

___ Biomass

___ Geothermal

___ Water Technology

___ Carbon Trading

___ Green Building

___ Wind

___ Conservation

Other: _____

Position Location

Indicate below whether this position will be (place an X):

___ In person (office)

___ Remote (from home)

___ Hybrid of in person and

Remote

Applicant Job Type(s)

From the list below, please circle your company's available position job type(s):

- | | | |
|---|--|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Data
Analysis/Management | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Distribution | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Analyst | <input type="checkbox"/> Engineering | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Executive | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Business Development | <input type="checkbox"/> Facilities | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Finance | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Research |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Installation | <input type="checkbox"/> Sales |
| | | <input type="checkbox"/> Software Development |
| | | Other: _____ |

Job Description

Provide the job description for the position including tasks, duties, and responsibilities of the intern (If you require more space or have a separate document include that as an attachment with this application):

Company Information

Describe the general nature of the applicant's business organization:

Financial Capability

Indicate below whether your company is financially able to compensate intern(s) (and any other associated costs of employment) through the program and describe the payroll system utilized. Please be aware that it is a requirement for interns to be paid on a W2 status in order for you to participate and be reimbursed through the program.

W9

Please attach a W9 for the company.