Summer 2021 Clean Energy Internship Program:
Company Application

Applications Due: April 16, 2021

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 – April 16, 2021.

Submit completed applications to:
ref@commerceri.com

Application Packets must include the following:
• Completed Company Application Form
• W9 form
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 Summer 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 summer

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 Transportation
___ Biofuel
___ Biomass
___ Carbon Trading
___ Conservation
___ Demand Response
___ Energy Efficiency
___ Fuel Cell
___ Geothermal
___ Green Building
___ Hydro
___ Smart Grid
___ Solar
___ Water Technology
___ Wind

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 select your company’s available position job type(s) (place an X):*

- [ ] Accounting  
- [ ] Administrative  
- [ ] Analyst  
- [ ] Architecture  
- [ ] Business Development  
- [ ] Communications  
- [ ] Construction  
- [ ] Consulting  
- [ ] Data Analysis/Management  
- [ ] Distribution  
- [ ] Engineering  
- [ ] Executive  
- [ ] Facilities  
- [ ] Finance  
- [ ] Human Resources  
- [ ] Installation  
- [ ] Legal  
- [ ] Maintenance  
- [ ] Manufacturing  
- [ ] Marketing  
- [ ] Professional Services  
- [ ] Project Management  
- [ ] Research  
- [ ] Sales  
- [ ] 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.