



Position Description

Position Title:	Intern, CCI	Date (MM/DD/YYYY):	
Incumbent's Name:		FLSA Status (US Only):	Non-exempt
Reports to:	Sanya Detweiler	Written By:	Ashley Echols + Stephen Mushegan
Department:	Clinton Climate Initiative	New / Redefined / Updated:	New

BASIC PURPOSE/JOB SUMMARY

Describe the primary purpose of this position.

The purpose of this position is to serve as an intern for the Clinton Climate Initiative, with a focus on the Islands Energy Program and the Women in Renewable Energy (WIRE) Network. S/he will be assigned tasks that will enable him/her to enhance key skills to support career growth and development. S/he will be paired with a mentor to help with future growth and will need to be proactive in fostering a strong mentor/mentee relationship. S/he will also have the possibility to develop a final project in collaboration with his/her manager.

Islands Energy Program description:

The Clinton Climate Initiative (CCI) partners with governments and utilities of small island nations to reduce fossil fuel consumption and assist the transition to a low-carbon economy – with the goal of replicating and scaling this model to significantly reduce the impacts of climate change. CCI brings on-the-ground experience and convening power to solve unique energy challenges with our three-tiered approach: long-term energy planning, identifying and developing low-risk projects, and fostering knowledge exchange. CCI currently works with 12 island nations in the Caribbean and Indian Ocean regions to align key stakeholders on techno-economically optimal energy solutions, to implement viable renewable energy projects, and to encourage capacity building and gender inclusivity. CCI also works with islands on post-disaster recovery and increasing resilience by installing solar and battery storage systems on critical facilities such as schools, clinics, and hospitals.

Women in Renewable Energy (WIRE) description:

Only 16% of board members at the world's 200 largest electric utilities are women. In response to the underrepresentation of women in island energy leadership positions, the Clinton Climate Initiative and Chelsea Clinton launched the WIRE Network to empower the next generation of women leaders in island nations. The WIRE Network is a professional development network comprised of a mentoring program and a digital platform with the mission to increase the number of women in leadership positions within the energy sector. The WIRE Network provides leadership and technical skills development opportunities as well as a support system for women to give them the tools to help lead island nations transition to renewable energy.

SCOPE & IMPACT

Scope refers to the extent or range of operations for the position.

Impact refers to the effect of the position's actions on the organization.

This position will focus on supporting the CCI team with duties such as research, writing, performing calculations, creating presentations, and supporting operational activities of on-going projects.

DIMENSIONS

Numerical Dimensions that Describe/Reflect Responsibility Level

Annual Operating Budget Responsibility	n/a	Annual Payroll Responsibility	n/a
Total Number of People Supervised Directly	0	Total Number of People Supervised Indirectly	0
Please describe other Quantifiable Responsibilities			

ESSENTIAL FUNCTIONS

*Primary accountability for specific functions and results. List by order of importance in descending order.
Not exhaustive and subject to change as necessary.*

Rank	Describe Essential Functions	Approx. % of Time
1.	<ul style="list-style-type: none"> • Complete tasks and projects as assigned in an effort to gain transferable skills that will enhance career growth and development • Work collaboratively within his/her department to support the team, solve problems and achieve results • Proactively seek ways to add value to his/her team while seeking to enhance personal career endeavors • Conduct research • Draft and format written deliverables, presentations and other communications materials as may be assigned • Provide social media support to the team if applicable • May be involved in analysis of data; project coordination; developing and organizing projects; compiling data • Assist with external communications 	40%
2.	<ul style="list-style-type: none"> • Attend training sessions and events as scheduled and assigned • Collaborate with assigned mentor and manager per personal and professional development needs • Network with fellow interns and staff to foster collaboration 	30%
3.	<ul style="list-style-type: none"> • Complete a final project and present it to the intern class • Comply with Foundation policies and procedures • Establish effective ways to remain organized and engaged • Other duties as requested by the Foundation • Make presentations as assigned 	30%
Total must equal 100%		100%

ADDITIONAL RESPONSIBILITIES AND OCCASIONAL DUTIES

- This job description is intended to convey information essential to understand the scope of the position.
- It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the positions.

BASIC FUNCTIONS

1. Positions that report to this position are:

2. Authority that can be exercised in this position:	Primary	Shared	N/A
• Hiring/Firing			x
• Approving Expenditures			x
• Ability to Promote or Affect Subordinate Salary			x
• Changing Operating Practices			x
• Changing Subordinate Job Assignments			x
• Setting Policies			x

PHYSICAL DEMAND ANALYSIS

Describe nature of office or work environment.

- The Clinton Foundation will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. Physical and mental health provisions, including availability of a health care structure in the international area of travel, may be drastically different from what the employee is accustomed to, and the Foundation does not offer any health care guarantee in the country of travel.

SUMMARIZE THE PHYSICAL DEMANDS THAT ARE ESSENTIAL TO THE JOB AND PERFORMANCE AND THEIR FREQUENCY

Occasional (0-35%) / Frequent (36-65%) / Constant (66-100%):

- Frequent computer work which may require repetitive motion, prolonged periods of sitting and sustained visual and mental applications and demands.
- May include minimal travel (sometimes to developing countries, including rural areas) which may require walking distances, lifting and carrying luggage and boxes (>25bs), and prolonged periods of sitting in tight quarters.
- Occasional lifting, bending, pulling, collating, and filing, some of which could be heavy (>15 lbs) or require the use of carts.

POSITION QUALIFICATIONS

To perform at a proficient level and be fully qualified, the position requires the following education, training, skills, and certifications:

1. Education (Minimum Needed and Type of Degree Needed):

Minimum Required: HS Diploma; Current students in an accredited college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate. Major course of study will vary.

Preferred: Current students in major course of Economics, Engineering, Policy, Environment, Sustainability, or other related fields

2. Work Experience (Minimum Needed):

Minimum Required: None

Preferred: Prior internship or research experience, especially in clean energy or international development field and/or research area that helped develop relevant skills

3. Specialized Knowledge Needed For Performance of Job:

- Interest in public service and the work of the Foundation is preferred
 - Interest in the cross-section between clean energy or climate change impacts and international development is preferred
-

4. Skills (e.g. Level of Judgment Required, Ability to Direct, Work Independently, Multi-Task, etc.):

- Solid work ethic
 - Detail oriented
 - Strong organizational skills
 - Self-motivated with a “can do” attitude
 - Ability to work both independently and collaboratively
 - A high level of responsibility and commitment to completing tasks
 - Professional demeanor
-

5. Special Skills (e.g. Technical, Advanced):

- Proficient in Word, Excel and Power Point
-

6. Other (Communication Skills, Mechanical Aptitude, Math Skills, Learning Skills, or Other Specific Skills Required):

- Excellent oral and written communication skills
-

7. Additional Comments:

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Clinton Foundation maintains a strong policy of equal opportunity in employment. It is our objective to recruit, hire, and retain the most qualified individuals without regard to race, color, religion, sex, sexual orientation or identity, national origin, age, disability, veteran status, or any other characteristic or status protected by applicable federal, state, or local law. Our equal employment philosophy applies to all aspects of employment, including recruitment, compensation, benefits, training, promotions, transfers, job benefits, and terminations.