Opportunity Title: Clean Energy Policy Opportunity with U.S. Department of Energy

Opportunity Reference Code: DOE-EERE-STP-SP-2023-2200

Organization	U.S. Department of Energy (DOE)
Reference Code	DOE-EERE-STP-SP-2023-2200
How to Apply	Click the *Apply* button below

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FOR SCIENCE AND EDUCATION

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Description Oak Ridge Institute for Science and Education is currently accepting applications for the U.S. Department of Energy (DOE), Energy Efficiency and Renewable Energy (EERE) Science, Technology and Policy (STP) Program.

This internship is with the U.S. Clean Energy Education and Empowerment (C3E) Initiative.

What will I be doing? As an intern embedded within the *C3E* initiative, you will get to develop educationally and professionally while participating in policy-related projects at DOE's EERE office in Washington, D.C. The goal of the *C3E* effort is to close the gender gap and increase participation, leadership and success of women in clean energy fields. You will collaborate with DOE Senior Program Advisors and engage closely with your mentor to move this initiative forward. You will also learn how to plan, manage and execute initiative activities, including organizing meetings and collaborations within the agency and with partnering organizations, solicitation of new ideas for how to grow the *C3E,* as well as new strategic directions and activities.

Why should I apply? You will enhance your education and training in clean energy partnerships and multi-agency collaboration, increase your marketability in these disciplines, collaborate with top scientists and engineers in energy efficiency and clean energy, and gain insight into career opportunities through your experiences and under the leadership of your mentor.
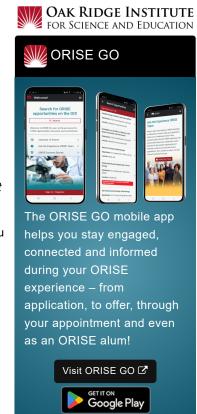
Where will I be located? Washington, DC

Participant Benefits

Selected participants will receive a stipend as support for their living and other expenses during this appointment. Stipend rates are determined by EERE officials and are based on your academic and professional background. Relocation expenses, not to exceed $5,000, incurred in relocating from your current address to Washington, D.C. (if more than 50 miles from the address shown on the application), may be reimbursed. You will receive a travel allowance of $10,000 per appointment year to cover travel-related expenses to scientific and professional development activities.

This opportunity is available to U.S. citizens and Lawful Permanent Residents. (LPR).

For more information about the EERE Science, Technology and Policy Program, please visit https://www.energy.gov/eere/education/energy-efficiency-and-renewable-energy-science-technology-and-policy-program

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Nature of Appointment

The participant will not enter into an employee/employer relationship with
ORISE, ORAU, DOE, or any other office or agency. Instead, the participant
will be affiliated with ORISE for the administration of the appointment
through the ORISE letter of appointment and Terms of Appointment.

Qualifications Program eligibility requirements can be found at: visit
https://www.energy.gov/eere/education/energy-efficiency-and-renewable-
energy-science-technology-and-policy-program.

Experience in energy efficiency and/or clean energy fields is preferable.

Preferred knowledge and skills:
• A Bachelor's degree in a related field of study;
• Experience in/study of sustainability, energy efficiency, clean energy or
related fields;
• Some experience with task level, project and budget management;
• A creative, problem solving mindset with strong critical thinking and
organizational skills;
• Excellent interpersonal and team work skills;
• Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) to
effectively review and generate reports, graphs, and presentations;
• Strong written and verbal communication skills, with a history of
developing strong relationships with partners, clients and among a team ;
• Webpage design and organization
• Good writing skills, with the propensity to produce clear and effective
documents, charts, graphs, presentations and reports.

A complete application consists of:

- An application
- Transcript(s) - For this opportunity, an unofficial transcript or copy of the
  student academic records printed by the applicant or by academic
  advisors from internal institution systems may be submitted. Selected
  candidate may be required to provide proof of completion of the degree
  before the appointment can start.
- A current resume/curriculum vitae (CV)
- 2 Letters of Recommendations

The resume/CV must include the following:

- Basic applicant Information: Name, address, phone, email, and other
  contact information.
- Work & Research Experience: List all work and research experiences
  beginning with current or most recent. Include the name of the
  employer, location, position held, and time period involved.
- Leadership Experience: List experiences (e.g., work, civic, volunteer,
  research) that demonstrate your leadership skills. Detail your role, type
  of experience, organization, location, and duration.
- Educational History: List all institutions from which you received or

expect to receive a degree, beginning with current or most recent institution. Include the name of the academic institution, degree awarded or expected, date of awarded or expected degree, and academic discipline.

- Honors & Awards: List in chronological order (most recent first) any awards or public recognitions. Include the name of awarding institution, title of the award or honor, and date of award or honor.

All documents must be in English or include an official English translation. If you have questions, please send an email to DOE-RPP@orise.orau.gov.

Eligibility Requirements

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** High School Diploma/GED, Associate's Degree, Bachelor's Degree, or Master's Degree.
- **Discipline(s):**
  - **Business** (4 👁)
  - **Communications and Graphics Design** (1 👁)
  - **Computer, Information, and Data Sciences** (3 👁)
  - **Earth and Geosciences** (1 👁)
  - **Engineering** (3 👁)
  - **Environmental and Marine Sciences** (1 👁)
  - **Life Health and Medical Sciences** (2 👁)
  - **Other Non-Science & Engineering** (1 👁)
  - **Social and Behavioral Sciences** (4 👁)
- **Age:** Must be 18 years of age