



Perennial Internship Program – Summer 2025

Internship Position Description

Internship Title: Climate Resilience and Engagement Intern

Internship Site: Climate Action Office (CAO) in the Vermont Agency of Natural Resources, Montpelier, VT

- The position would be hybrid, with some time spent in Montpelier and other days working remotely.
- Some travel would be required to other towns around the state. The intern would benefit from having access to a car for travel to Montpelier or other locations in the state to support public engagement events, one to two days per week. However, the Montpelier Link bus is a viable transportation option, and work-related travel can often be coordinated with other staff using state vehicles. The remainder of the work can be done remotely.

Description: The Climate Action Office seeks an intern to support the Agency's work on climate resilience, adaptation, mitigation, and carbon sequestration, focused on launching the [2025 Climate Action Plan](#) and the [Resilience Implementation Strategy](#). This internship offers an opportunity to contribute to Vermont's statewide efforts to build ecological and community resilience in response to climate change. Tasks will include research, engagement, and developing outreach materials that support the Agency's goals for a more resilient Vermont.

Duties:

- Development of flyers and other public engagement materials related to the Resilience Implementation Strategy and the Climate Action Plan, both set to be completed July 1 2025.
- Support of public and partner engagement through note taking, outreach to key climate action partners, meeting logistics, and meeting materials.
- Joining the engagement team at community-based events to talk with Vermonters about state climate action and hear their stories and views.
- Research on topics to include financing climate action, and ecological and community resilience plan implementation.

Desired qualifications/skills/coursework*:

- Familiarity with climate resilience, adaptation, mitigation, or carbon sequestration concepts.
- A commitment to addressing climate change, emphasizing environmental justice and equity.
- Comfortable working across differences and speaking with diverse groups of people including those

with whom you may disagree.

- Coursework in environmental policy, law, and sustainability.
- Strong written and verbal communication and research skills.
- Proficiency with Microsoft Office and an interest in learning graphic design tools.
- Familiarity with, or willingness to learn, accessible communication and engagement practices.

Supervision: The intern will work closely with all staff in the Climate Action Office. Marian Wolz, Resilience & Adaptation Coordinator will act as official site supervisor.

Start and End Dates: Mid-May to Mid-August 2025 – exact start/end dates are negotiable

Total Hours: 24 hours per week for 12 weeks

Compensation: \$18/hour

How to apply:

Rubenstein students who will have completed their sophomore or junior year by summer 2025 are eligible to apply. Students graduating in May 2025 are not eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required.

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake:

<https://uvm.joinhandshake.com/employers/226837>

- If asked to log in: click “UVM Net ID Login” & login.
- Click the Favorite button to enable easier searches in the future.

2. Click “View All Jobs” in Jobs at Rubenstein Perennial Internship Program box on right side of page.

3. You should now see the Perennial Internship opportunities! Click “View Details” to learn more about each position.

- Please do take the time to carefully read each individual description so that you don’t miss a great opportunity by judging an internship solely on its title.
- You may apply for up to **three** Perennial Internships.

- All applications are due by **11:59pm, on Friday, February 7th, 2025.**

4. You'll need to upload both required documents in Handshake before you can apply for any Perennial Internship:

- Click on your name at top right of screen in Handshake
- Select Documents.

5. Please upload all documents as PDFs. The following are the required documents:

- Resume
- Cover Letter
 - You should write and upload a unique cover letter for each position to which you are applying.
 - In your cover letter, provide the name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, or a professor or teacher, etc. The person listed should not be the person who completes your recommendation form.

6. In addition to the documents listed above, a **recommendation form will need to be completed by a Rubenstein faculty, graduate student, or staff member of your choosing.** When you ask your recommender if they are willing to complete the form to support your application, please provide your recommender:

- This link: [RECOMMENDATION FORM](#)
- Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
- Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s). This recommendation form needs to be submitted by the February 7th, deadline.

7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:

- Get your resume and cover letter reviewed by a Career Counselor at the Career Center. You can check the Career Center's drop-in hours [here](#). The Career Center also offers a guide on building your resume available [here](#).

- Set up an appointment with one of Rubenstein's Career Coaches - [Emily LeForce](#) or [Cathy Shiga-Gattullo](#) - or with PIP Coordinator, [Sarah Mell](#). Sarah Mell will also be available on Wednesdays from 1pm-3pm for PIP Drop-ins! Just swing by Aiken 220 to connect!

8. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during late February to early March.

How to apply: STUDENTS WILL APPLY THROUGH THE RUBENSTEIN SCHOOL – SARAH MELL WILL FILL IN THIS INFORMATION ONCE WE FINALIZE THE DETAILS OF THE APPLICATION PROCESS ON OUR END.