



Perennial Internship Program- Summer 2026

Internship Position Description

Internship Title: Climate Resilience and Engagement Intern

Internship Site: Vermont Climate Action Office, Agency of Natural Resources

Office location - 1 National Life Dr, Montpelier, VT 05620

This internship position will be accomplished through a mostly in-person office schedule, with some flexibility for hybrid work. In-person office days are Monday through Wednesday, with remote work on Thursday and Friday. Flexibility to work remotely will be determined based on discussions with the internship supervisor.

The Climate Action Office is based in Montpelier and serviced by the GMT Regional bus/Montpelier Link service. Students can use this service for free with a valid UVM ID. Some travel may be required to other locations around the state; a work vehicle can be reserved for specific travel needs and work-related travel can often be coordinated with other staff in the office.

Description: The Vermont Climate Action Office (CAO) coordinates and provides expertise and capacity on state-led climate initiatives, as well as the monitoring, assessment and tracking of climate adaptation, mitigation, and resilience activities necessary to evaluate progress over time in achieving the requirements of the Global Warming Solutions Act (GWSA) through implementation of the Climate Action Plan and other State-led climate initiatives. The CAO is a division within the Agency of Natural Resources (ANR) Secretary's Office, and is focused on three core areas:

- Climate Program Coordination
- On-going support of implementation of the Global Warming Solutions Act (GWSA)
- Community and Stakeholder Engagement

The policies, programs, and tools needed to implement climate mitigation, adaptation, and carbon sequestration strategies require a long-term intergovernmental structure to coordinate and manage this statewide effort. To carry out this work, the CAO works closely with staff across ANR, other state Agencies, the State Climatologist, and key stakeholders such as the Vermont Climate Council.

The Climate Action Office Community Resilience and Engagement Intern will be based in Montpelier and will support the CAO's work on climate resilience, mitigation, community engagement, and communications. The intern will contribute to Vermont's statewide efforts to build ecological and community resilience in response to climate change. This person will primarily support the following projects:

- The piloting of a set of climate planning guides with Vermont municipalities through research, data collection, and material development.
- Assisting with the assessment of datasets included in the Municipal Vulnerability Indicators tool for future updates.
- Implementation of the Resilience Implementation Strategy through the support of key projects.
- Development of climate-related social media posts and graphics.
- Engagement with Vermonters via attendance and support at engagement events around the state.

Broadly, tasks will include research, engagement, and developing outreach materials that support the CAO's goals for a more resilient Vermont.

Desired qualifications/skills/coursework:

- Demonstrated ability to work independently, take initiative, and work effectively on a team.
- 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: This role will be supervised by Marian Wolz, Resilience & Adaptation Coordinator in the Climate Action Office. Opportunities for mentorship, guidance, and shadowing other staff in the Climate Action Office will be provided.

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

Total Hours: 24 hours/week for 12 weeks

Compensation: \$18/hour

How to Apply:

Rubenstein students who will have completed their sophomore or junior year by summer 2026 are eligible to apply. Students graduating in May 2026 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 the 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 Wednesday, February 4th, 2026.

4. You’ll need to upload a Resume, Cover Letter, and Recommender File in Handshake before you can apply for any Perennial Internship:

- Click on your name at top right of screen in Handshake
- Select Documents.
- 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.
 - ♣ Recommender File (see below) - as you will not have access to the form, you are asked to upload a PDF with the name and email of the recommender to whom you have sent the recommender form.

5. **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 and 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 4th, deadline.**

6. 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 the PIP Coordinator, [Sarah Mell](#). Just swing by Aiken 220 to connect!

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