

RESEARCH AND OPERATIONS INTERN

About the Columbus Region Green Fund

The Green Fund, an independent nonprofit 501c3, is the is the Columbus Region's Green Bank, leveraging public funds to increase and accelerate private investment in the Region's green economy while catalyzing equitable clean energy deployment in the Region. Working at the Green Fund means being part of a dynamic team of talented people who are passionate about implementing the green bank model, stimulating the growth and development of clean energy and environmental infrastructure investment in the Columbus Region, positively impacting low income and disadvantaged communities (LIDC) in the Region, growing our economy, strengthening our communities, protecting our environment, and ultimately ensuring all residents of the Region benefit from the clean energy transition.

The Role

The Columbus Region Green Fund (CRGF) seeks a Research and Operations intern. The intern will assist the Head of Operations and Executive Director with research, operational strategy, and programming for the Columbus Region Green Fund.

The internship is located on-site in Columbus, Ohio.

Part-Time (Non-Exempt)

Essential Duties and Responsibilities

- Research on environmental issues relevant to the energy landscape in the eleven (11) counties in the Columbus Region, including **data collection, analysis, and reporting**.
- Implement **KPI (Key Performance Indicator) tracking and reporting systems** to monitor the success of Green Fund initiatives in compliance with public and private reporting requirements.
- Conduct **market and technology research** to identify innovative solutions for environmental challenges in Central Ohio.
- Support the development and implementation of educational programs and outreach initiatives.
- Participate in **community outreach sessions** to promote the Green Fund's mission and programs.
- **Conduct initial feasibility studies** to assess the viability of potential solar installations in the Green Fund's portfolio.
- **Coordinate project intake**, including reviewing applications, gathering necessary documentation, and ensuring completeness.
- Assist with operational tasks, such as data entry, filing, and administrative support.
- Attend meetings and take notes as needed.
- Contribute to the development and maintenance of the Green Fund's website and social media presence (may vary depending on skills and interests).
- **Help develop and manage content for the Green Fund's blog or newsletter.**

Skills and Qualifications

- Strong research and analytical skills.
- Excellent written and verbal communication skills.

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Strong attention to detail and excellent organizational skills.
- A passion for environmental sustainability is a plus.

Work Ethic and Characteristics

- Collaborative, team-oriented, and client-focused approach.
- Ability to prioritize among competing needs and opportunities.
- Detail-oriented in analyzing and providing quantitative information.
- Enterprising and resourceful, with a can-do spirit.
- Interest in current events and a love of the Columbus Region.

Qualifications

- Currently enrolled in a bachelor's degree program in environmental science, public policy, non-profit management, or a related field.

Required Schedule

- 15-20 hours in office per week, for a period of 4-6 months period starting at the end of September with the option for longer depending on schedule.

Compensation

Hourly rate

To Apply

Please email the following in PDF format to info@crgreenfund.org with the subject "Research and Operations Intern".

- Cover letter (or CV)
- Resume
- Monday-Friday work availability during the internship period

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Columbus Region Green Fund (CRGF) is an equal employment opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, sex, age, religion, ancestry, national origin, citizenship, disability, military status, sexual orientation, or genetic information. The Columbus Partnership requires all employees, vendors, and associates to support its nondiscriminatory policies.

The Columbus Region Green Fund (CRGF) is committed to the full inclusion of all qualified individuals. In keeping with our commitment, The Columbus Region Green Fund (CRGF) will take steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and / or to receive all other benefits and privileges of employment, please contact Jazmyne Heath (614)981-2346 and jh@columbuspartnership.com