



## **Office of Energy and Environmental Sustainability Internship Opportunity - Spring 2023**

The Indian Nations Council of Governments (INCOG) has one 15-20 hour/week paid internship available January through May 2023. Within its Energy and Environmental Sustainability division, INCOG houses Tulsa Area Clean Cities. Tulsa Area Clean Cities is one of 86 Clean Cities Coalitions sponsored by the Department of Energy. The Clean Cities mission is to reduce emissions in the transportation sector by utilizing alternative fuels and reducing gasoline and diesel usage, with a primary emphasis on fleets. At the local level, Tulsa Area Clean Cities serves as an information hub for local alternative fuel implementation projects, assists fleet managers in understanding the rapidly changing landscape of alternative fuels, and demonstrates the financial benefits of choosing alternative fuels. The intern will assist in research, analysis, planning, coordination, and administration for several upcoming and ongoing programs and projects, covering topics such as:

- Electric vehicles, autonomous vehicles, natural gas vehicles and associated infrastructure needs
- The changing needs of communities as transportation technologies change and evolve
- State and local policies affecting new transportation technologies
- Other projects involving car and bike sharing, workplace charging, and energy efficient mobility systems

Qualified candidates do not necessarily need an in-depth knowledge of the above areas but must be interested and motivated to learn. Ideal candidates are upperclassman or graduate students in political science, public administration, environmental studies, urban planning or a related field, with strong analytical, writing, and communication skills. Experience and desire to work with social media, websites, and newsletters preferred.

Dates of this 14-week internship are approximately January 17, 2023 through May 2, 2023. Stipends range from \$3,150-\$5,040 depending on academic level

and number of hours worked. Student may take up to one week of unpaid leave through the course of the semester. The intern will work a hybrid schedule at INCOG offices in Downtown Tulsa during this time, although fully remote positions may be considered. Opportunities to extend the internship through May or August 2023 may be available pending funding availability and candidate's performance.

To apply, please send a resume, cover letter, and writing sample to [mmerchant@incog.org](mailto:mmerchant@incog.org). Please include "internship application" in the subject line. Attachments should be saved with the applicant's name in the file name (i.e. Mary Smith resume; Mary Smith cover letter; Mary Smith writing sample). The writing sample can be a recent academic assignment on any topic but must be the sole work of the applicant and a minimum of three pages.

The deadline to apply is January 3, 2023, however we encourage candidates to submit applications early. Candidates will be contacted only if selected for an interview. Interviews will be conducted in Tulsa. If candidates are unable to travel to Tulsa for interviews, accommodations may be made for interviews via Zoom, etc.

Questions? Email: [mmerchant@incog.org](mailto:mmerchant@incog.org)