

Township of Verona
Office of the Township Manager
Municipal Building
600 Bloomfield Avenue
Verona, NJ 07044
973-857-4767



JobOpportunities@VeronaNJ.org
Website: www.VeronaNJ.org

EMPLOYMENT OPPORTUNITY

TITLE: Student Assistant Intern Program- Temporary Part-Time
ISSUE DATE: 4/3/2025 **CLOSING DATE:** 4/17/2025
SALARY: \$15.49-\$20.00/hr
CODE: 03807 UA

DESCRIPTION: The Township of Verona is seeking part time student or recent graduate with a degree, (or working towards a degree) in environmental science to assist 6-8 hours per week for approximately 6 months assisting and supporting Verona's Sustainable NJ committee members in the NJ/PSEG Energy Efficiency campaign.

WORKWEEK: Flexible -with evening zoom meetings with Sustainable Jersey weekday meetings and attendance at Sustainable Verona meetings once monthly (in-person or virtual), the first Wednesday of every month at 7pm.

BACKGROUND: Sustainable Jersey and PSE&G have announced the SJ-PSE&G Energy Efficiency Partnership Program to support local action to reduce greenhouse gas emissions in New Jersey. The Program offers wrap-around support, customized resources, and flexible funding options for municipalities to take actions that lower emissions in their buildings, and help residents and local businesses do the same. Upon entering the Program, municipalities choose one of the three tracks: Residential Energy Efficiency Outreach Campaign; Commercial Energy Efficiency Outreach Campaign; or Assistance for Energy Efficiency in Municipal Facilities.

These Community Energy Efficiency Outreach Campaigns – from residents in the Residential Outreach Campaign track to local small businesses in the Commercial Outreach Campaign track – are essential to encouraging community members to take advantage of energy efficiency programs such as PSE&G's Comfort Partners, Home Weatherization and Home Performance with ENERGY STAR® for residential customers or Small Business Direct Install program for local small businesses.

RESPONSIBILITIES:

- Become an expert resource in each Program Track
- Draft and manage a Project Plan to foster momentum with the program
- Manage the programs on a weekly basis, this entails researching ways to engage the community, developing reports, garnering community support, and reporting to Sustainable Verona
- Collaborate with Verona's Public Information Officer on Outreach campaigns
- Engage with contractors, and obtain feedback on program progress
- Assist with Sustainable Verona's social media regarding the program

APPLY: Interested candidates must submit a cover letter and resume detailing experience and qualifications along with a Verona Pre-Employment Application available at www.veronanj.org/jobs to the Office of the Township Manager, via email at JobOpportunities@VeronaNJ.org no later than 4:00 p.m. on the Closing Date listed above. The Township reserves the right to make a job offer prior to closing date.