



MEIA PROGRAM INTERN- POSITION DESCRIPTION

The [Maryland Energy Innovation Accelerator \(MEIA\)](#), a program of the [Maryland Clean Energy Center \(MCEC\)](#), is seeking a Program Intern for approximately 10-12 weeks to support the program's administration and operations. This role will directly support administrative functions, programming, events, and communications and will assist with various functions of the Climate Tech Founder's Fund (CTFF). This is an exciting opportunity to support MEIA's mission to empower diverse founders to build climate tech startups in the State of Maryland.

MEIA supports and funds inventors, scientists, and startup founders who are building climate technologies with the potential to help Maryland meet its climate goals and build upon a new growth industry. Established through Senate Bill 0960, the Climate Tech Founders Fund (CTFF) aims to empower a diverse range of entrepreneurs working on solutions to combat climate change through the funding of emission-reducing technology projects.

MCEC is a not-for-profit corporate instrumentality of the state, created by the Maryland General Assembly. Governed by a Board of Directors appointed by the Governor, MCEC serves as a statewide green bank with a mission to transform Maryland's energy economy. The center facilitates access to capital through both leveraged and direct investments, with a focus on driving commercialization of technological innovations and enabling consumer adoption of clean energy products and services.

This role offers hands-on exposure to climate technology innovation, startup ecosystems, and public-sector program delivery. The intern will gain experience working at the intersection of economic development, clean energy policy, and venture support.

ESSENTIAL FUNCTIONS

General Program Administration

- Support accurate tracking and reporting of program metrics and outcomes to inform internal and external reporting
- Assist day-to-day MEIA program administration:
 - track startup participation
 - organize application materials
 - draft, format, and organize internal documents and summaries
 - maintain internal databases
- Maintain contact lists, calendars, and shared documentation across MEIA programs and partners
- Support MEIA staff during peak application and reporting periods

Climate Tech Founder's Fund Support

- Contribute to preparation of materials that support investment decision-making processes
- Assist with intake, organization, and status tracking of applications

Events & Convenings

- Assist in delivering high-quality stakeholder experiences, including founders, investors, and partners
- Support programming specifically in Western MD
- Support MEIA staff during peak event periods

Communications

- Help translate technical and programmatic content into clear, engaging communications for external audiences
- Support external communications including posts, blogs, and marketing content

EXPERIENCE

- Commitment to clean energy
- Strong organizational skills with a high degree of accuracy and attention to detail
- Strong communication and interpersonal skills
- Ability to take direction, work independently and work effectively in a remote environment
- Collaborative work style

PREFERRED EXPERIENCE

- Some experience, training or education in the business and financial sectors is preferred
- Familiarity with climate tech, sustainability, or clean energy sectors
- Experience supporting events, programs, or research initiatives

KNOWLEDGE, SKILLS AND ABILITIES

- Computer literacy with spreadsheets, word processors, and email
- Demonstrated ability with Microsoft Office Suite
- Must be able to organize and prioritize work while following oral and written instructions

WHAT YOU'LL GAIN

- Exposure to Maryland's climate tech and startup ecosystem
- Experience working with a state-affiliated clean energy organization
- Hands-on involvement in program operations, events, and funding initiatives
- Mentorship and networking opportunities with industry professionals

LICENSES AND CERTIFICATIONS

- Possession of a valid driver's license meeting the requirements of Maryland law and MCEC policies.

PHYSICAL DEMANDS

- Visual requirements for computer activities are essential.
- Must be able to talk, hear, sit, stand, bend, reach with hands and arms, and use hands and fingers.

WORK LOCATION AND SCHEDULE

MCEC-MEIA follows a hybrid model, with an expectation of one day per week in College Park, MD (e.g. for team meetings and events), combined with remote work. There will be a combination of on-site and remote work to support events, collaboration, efficiency, and program needs.

WORK ENVIRONMENT

The intern will be expected to be results oriented in a dynamic environment and perform responsibilities while



being cognizant to timeframes. This role supports programming funded by public and quasi-public resources and contributes to initiatives that advance Maryland's climate and economic development goals.

ELIGIBILITY

Open to undergraduate, graduate students or recent graduates with an interest in clean energy, entrepreneurship, or public sector work.

Hourly Rate: \$25.00

Expected hours per week: 20-40 hours per week

Timeline for hiring is 2-4 weeks

TO APPLY Qualified candidates should send resumes with cover letters, noting salary requirements, to hiring@mdeia.org.