



**Internship Opportunity**  
**Summer Analyst, Investment Administration & Portfolio Support**  
**NY Green Bank**  
**New York, NY**

NY Green Bank (“**NYGB**”) is a globally recognized \$1.0 billion sustainable investment management fund with the mission to accelerate clean energy deployment in New York State (“**NYS**” or the “**State**”) by collaborating with the private sector to transform financing markets. NYGB works to increase the size, volume and breadth of sustainable infrastructure investment activity throughout the State, expand the base of investors focused on NYS clean energy, and increase market participants’ access to capital on commercial terms. To achieve these objectives, NYGB develops transaction structures and methodologies that overcome typical clean energy investment barriers, such as challenges evaluating risk and addressing the needs of distributed energy and efficiency projects where underwriting may be geared more towards larger and/or groups of somewhat homogeneous investment opportunities. With more than \$1.7 billion invested as of September 30, 2022, NYGB has demonstrated that many of the financial market barriers to sustainable infrastructure projects in NYS are surmountable. NYGB is a division of the New York State Energy Research & Development Authority (“**NYSERDA**”).

NYGB seeks a highly motivated, detail-oriented individual with excellent organizational, execution, analytic and communication skills to join the NYGB team in the position of Summer Analyst, Investment Administration & Portfolio Support (“**IAPS**”), reporting to the IAPS Director. For 10-weeks, the Summer Analyst will work closely with a small team that manages NYGB’s client fundings, control account management, reporting covenant management, communication/coordination between front office and back office, and general portfolio management. The Summer Analyst will gain hands-on experience to a wide variety of activities, clean energy transactions and the underlying energy technologies. The successful candidate will scrutinize the entire NY Green Bank portfolio of existing transactions and gain comprehensive knowledge of market leading energy transition financing terms and conditions. The Summer Analyst will work across the organization, especially with the Investment, Operations & Finance, Legal & Regulatory Affairs and Risk & Compliance teams.

**This is a paid internship for current, full-time students. The pay rate is from \$15 to \$17 per hour based on current class year. This internship will begin on June 1, 2023 and continue for approximately 10 weeks.**

**Interns must be located in New York State while working. It is expected that interns will follow our telework policy, with a combination of in-office and remote work. Interns work up to 37.5 hours per week during the Summer.**

**Key Responsibilities:**

- Register transaction profiles for new and modified investments in electronic database & review existing entries
- Register collateral summaries for transaction collateral in electronic database & review existing entries
- Take physical inventory of NYGB safe and update electronic database
- Perform ad hoc analyses and research to support NYGB’s teams and mission as well as other responsibilities assigned

**Core Competencies and Experience:**

- Current full-time college student working toward a bachelor’s degree (relevant majors may include but are not limited to business, finance, economics, energy, environmental studies)
- Strong analytical and problem-solving skills
- Demonstrated interest in financial markets and/or clean energy
- Experience with MS Office products and SharePoint helpful but not required
- Strong verbal and written communication skills, with the ability to articulate complex concepts

- Excellent work ethic and aptitude to perform under tight deadlines to contribute to NYGB's success
- Capable of working under limited supervision and taking on new and unfamiliar tasks

**To Apply:**

Please submit a PDF containing a 150-word statement of interest and 1-page resume (consolidated into one file) [online](#) by December 31, 2022. (Applications submitted only through your school's recruiting portal will not be considered.)

*Diversity, Equity and Inclusion (DEI) are core values at NYSERDA and in our work for the people of New York State and the clean energy market. We are passionate about building and sustaining an inclusive and equitable working environment and are committed to diversity in all its forms. Because our programs serve all New Yorkers, we are committed to hiring and retaining a diverse and engaged workforce and building a workplace that empowers all NYSERDA employees and interns to achieve their full professional and personal potential.*

*NYSERDA is committed to equal employment opportunity regardless of race (including traits historically associated with race), ethnicity, color, religion, sex (including pregnancy), sexual orientation, gender identity or expression, the status of being transgender, familial status, marital status, age, national origin, disability (including pregnancy related conditions), military or veteran status, genetic information or predisposition, reproductive health decision making (including the decision to use or access a particular drug, device, or medical service), the status of being a victim of domestic violence, known relationship or association with any member of a protected class, or any other basis prohibited by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know by contacting the Designee for Reasonable Accommodations (DRA) and Americans with Disabilities Act Coordinator which can be found under the Americans with Disabilities Act section of this [page](#) labeled as "Reasonable Accommodation Contact Information."*