



## **Position Available at AHNA:**

### **Part-time Energize the Hill Outreach Intern**

**Closing Date for applications:** 5pm, December 19, 2025.

**Start Date:** January 1, 2026

**Company Overview:** The Asylum Hill Neighborhood Association is the designated Neighborhood Revitalization Zone for the Asylum Hill neighborhood in Hartford. AHNA's mission is to improve the quality of life for residents and businesses in Asylum Hill. We are committed to promoting sustainable practices and enhancing energy efficiency within our community. Our team collaborates with local stakeholders to implement programs that benefit both property owners and tenants. AHNA's primary strategy to revitalizing Asylum Hill is through partnering with community stakeholders such as businesses (both large and small), churches, social service providers, landlords, and others. We collaborate with more than 69 local organizations who will help us reach property managers and landlords of all 254 multi-family properties. Our partners attend our monthly meetings, receive our emails and attend special events to learn about new programs that help their constituents, that they can collaborate with. Our partners are a resource for reaching tenants and landlords.

#### **Key Responsibilities:**

- Conduct outreach to landlords and property managers of all 254 multi-family properties and 35 small businesses to inform them of the energy efficiency program benefits and obtain referrals to the Energy Efficiency programs.
- Provide direct assistance to landlords and property managers regarding the energy efficiency programs available.
- Maintain up-to-date and accurate contact information for all 254 multi-family property owners, their property managers, and small businesses.
- Organize and execute a direct mail campaign to introduce the energy efficiency program to all 254 property owners.
- Conduct follow-up outreach through phone calls and in-person visits to engage with property managers or landlords, aiming to reach at least 5 per week.

#### **Required Skills and Qualifications:**

- Strong interpersonal and communication skills for effective outreach and relationship building.
- Ability to work independently and take initiative in a fast-paced environment.



- Organized and detail-oriented, with proficiency in maintaining accurate records and databases.
- Basic understanding of energy efficiency programs and their benefits.
- Previous experience in community outreach, customer service, or related fields is preferred but not required.
- Asylum Hill and / or Hartford residency is preferred.

**Reports to Supervisor:** Executive Director

**Hourly pay:** 20 hours per week at \$16.94/hour = \$17,618 annually, is a part-time position and therefore has no benefits. This is a grant-funded position and is currently funded for one year.

**To apply for this position, please forward a resume and cover letter to the Executive Director at [exdir@asylumhill.org](mailto:exdir@asylumhill.org) before 5pm, Friday, December 19, 2026.**