

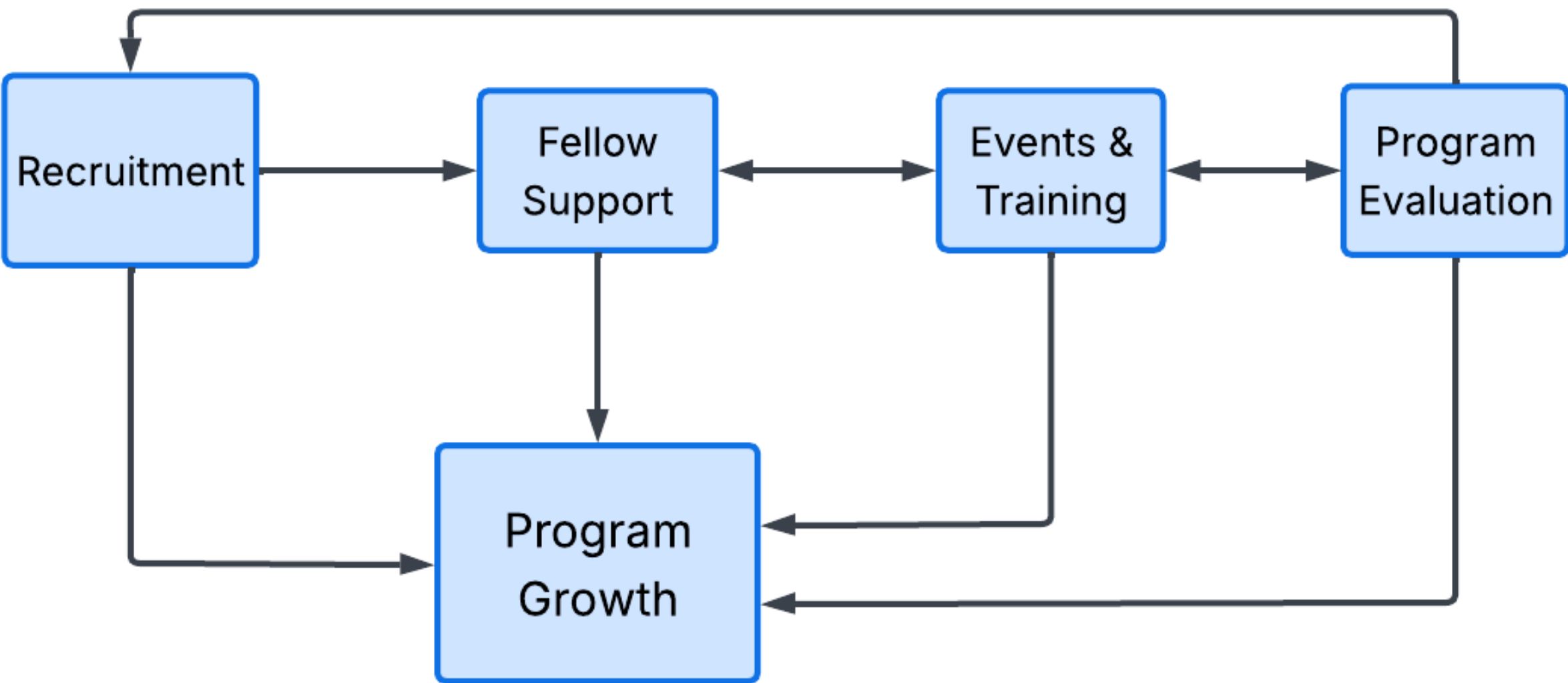
Project Overview & Objectives

Overview:

- Supported the CELT Fellowship Program in engagement efforts, event coordination, and program administration
- My work helped ensure that fellowship activities were organized efficiently and that participants received the resources and support necessary for success.

Objectives

- Communication with fellows and municipal contacts
- Assist in event planning
- Track fellow information, including experience outcomes and post-fellowship plans
- Contribute to the overall growth of the CELT Program



Deliverables and Findings

Key Deliverables

- Coordinated communications for fellows and program partners
- Supported fellowship recruitment and onboarding activities
- Assisted with event planning and execution
 - Poster Session & Onboarding
- Maintained participant databases and program records
 - Feedback forms & post-fellowship information
- Developed materials to support fellow engagement and program operations

Findings

Through this experience, I observed that to facilitate a successful program, it requires:

Consistent Communication

- Clear communication improves participant engagement and responsiveness

Strong Organizational Systems

- Accurate records and structured workflows reduce administrative challenges

Relationship Building

- Ongoing interaction with fellows, municipal partners, and other stakeholders strengthens program effectiveness

Operational Efficiency

- Streamlined processes allow Devon and I to focus more time on supporting participants and expanding programming.



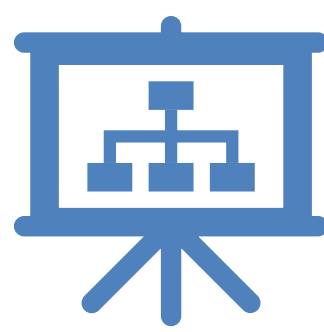
Communication



Relationships



Efficiency



Organization

Main Takeaways

Professional Growth

- Developed project coordination and program management skills
- Strengthened professional communication abilities
- Gained experience supporting large-scale fellowship initiatives
- Improved organizational and problem-solving skills

Program Impact

My contributions helped ensure that fellowship activities, events, and communications operated smoothly throughout the year. By supporting administrative functions and participant engagement efforts, I contributed to the Rist Institute's ability to serve fellows effectively and continue expanding its programming.

Importance to Clean Energy and a Sustainable Future

By supporting the growth and operations of the CELT Initiative, I helped expand opportunities for students to gain practical experience addressing climate and sustainability challenges. The program not only develops future clean energy leaders but also provides municipalities and organizations across Massachusetts with additional capacity to advance environmental and community-focused projects.

Approach and Methods

- Administrative Coordination
 - Managed and organized meetings
 - Maintained records, notes, and attendance at meetings
 - Coordinated schedules
- Event and Program Support
 - Assisted with planning workshops
 - Supported registration and attended events to represent the CELT Program
 - Career Fairs, National Grid Municipal Summit, Earth Day
- Data and Process Management
 - Organized fellowship information and tracking
 - Monitored program successes and areas for improvement
 - Identified areas for streamlining administrative tasks

Acknowledgements

- Devon Milisci, UMass Lowell CELT Program Coordinator
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