



CITIZENS UTILITY BOARD
Empowering Minnesota Consumers

We're Hiring: Paid Part-Time Fall Intern

About the Citizens Utility Board of Minnesota

The Citizens Utility Board of Minnesota (CUB) is the independent advocate for Minnesota utility consumers. CUB works at the Public Utilities Commission, the state legislature, and with Minnesotans around the state to help residential and small business consumers understand their utility bills and options, and to ensure utility service is affordable, reliable, and clean.

Job description

CUB is seeking a motivated intern to support our outreach programs. The intern will support CUB's outreach events, helping people analyze and understand their electric and gas bills, how to reduce energy waste and save money, and their options for renewable energy.

This is a great opportunity for someone interested in a career in energy and/or consumer advocacy. The intern will be encouraged to build their professional experience and network as a part of the internship, and CUB's staff will make introductions to professionals in areas of the intern's interest.

Duties include but are not limited to:

- Provide support to prepare for, staff, and follow up on CUB's public events, including presentations, bill clinics, and tabling at events like neighborhood festivals and farmers markets
- Update CUB's website with event-related information
- Develop informational materials for Minnesota consumers
- Update media contact lists
- Additional tasks to support CUB's outreach program

Qualifications

- Interest in energy, environmental policy and/or consumer advocacy
- Professionalism in representing CUB publicly
- Ability to work both independently and collaboratively with staff
- Strong communication and interpersonal skills

Details and compensation

This is a part-time paid internship: \$12 per hour, 10-15 hours per week through approximately December 2017. The exact dates will be determined depending on candidate's availability. Some evening and weekend hours are required.

The intern will be based in CUB's downtown St. Paul office, but the position requires a valid driver's license and reliable transportation to get to events around the Twin Cities metropolitan area, including suburbs.

To apply

Send a resume and cover letter by Monday, August 14 to:

Carmen Carruthers
Outreach Director, Citizens Utility Board of Minnesota
carmenc@cupminnesota.org