



CITIZENS UTILITY BOARD

Empowering Minnesota Consumers

We're Hiring: Paid Part-Time Summer 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.

Consumer outreach is an important program of the organization. CUB offers free, money-saving services for anyone in Minnesota. Our outreach consists of three main services: Speaking engagements, utility bill consultations, and tabling at community events. More information about our services and events can be found at www.cubminnesota.org.

Job description

CUB is seeking a motivated intern to assist with 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, communications, 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. Candidates who have graphic design skills and who are fluent in other languages are highly desirable. The ideal candidate would have some experience in helping develop media release and event promotion.

Duties include but are not limited to:

- Provide support to prepare for, staff, and follow up on CUB's public events
- Update CUB's website with event-related information
- Develop informational materials for Minnesota consumers
- Create marketing materials to promote the organization's mission and services
- 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, 20-30 hours per week through approximately August 2018. The exact dates and schedule 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. However, there will be regular off-site work. Access to a personal vehicle and a valid driver's license is desirable, but not required.

To apply

Send a resume and cover letter by Monday, April 23 to Carmen Carruthers, Outreach Director, Citizens Utility Board of Minnesota, camenc@cubminnesota.org