



Position Announcement:

Paid Part-Time Outreach & Communications Intern

CUB is seeking a motivated intern to support our outreach program, our communications program, and assist in administrative responsibilities.

In support of our outreach program, the intern will conduct intake for CUB's [Lights On, Homes Warm utility bill fund](#), as well as helping people navigate utility assistance and affordability programs. There will also be opportunities to support outreach events.

In support of our communications program, the intern will help implement CUB's communications calendar across all our communications channels. The intern will also support regular administrative tasks and assist in organizing CUB's physical and digital files and materials.

This is a great opportunity for someone interested in exposure to the fields of outreach and community advocacy, communications, and/or nonprofit management. 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:

Outreach

- Conduct intake for CUB's Lights On, Homes Warm utility bill fund, and navigate consumers to appropriate resources for support with utility bill concerns.
- Complete administrative tasks that support outreach interactions and record keeping, including tracking and entering data.
- Provide support to, prepare for, staff, and follow up on CUB's outreach events. Examples of events include tabling, presentations, workshops, webinars, and trainings.
- Assist the Outreach Director, Consumer Specialist, and Outreach & Communications Manager staff with special projects. Examples include conducting research on consumer-related energy issues, helping develop outreach materials, and writing blogs on energy topics for CUB's website and newsletter.

Communications

- Support the Outreach & Communications Manager in the implementation of digital communications strategy across our website, social media, and newsletters.
- Develop and maintain graphics, flyers, and handouts. We use Canva.

Administration

- Assist in the ongoing maintenance of CUB's internal database and our metric tracking.
- Pull monthly engagement reports for website, social media channels, and newsletters.
- Enter new contacts into our database as we receive them.
- Pull monthly financial reports.
- Track donations in our database and facilitate donor acknowledgement.

Qualifications

- An interest in energy, community outreach, and/or consumer advocacy.
- Strong communication and interpersonal skills, including being comfortable interacting directly with the public.
- Self-motivated, organized, and detail oriented, with flexibility to thrive in a collaborative team environment.
- Ability to connect with and develop content for a wide array of people, and to tailor approaches for specific audiences.
- Excellent computer skills. Experience with Microsoft Office suite.
- Ability to work effectively in a remote capacity. (CUB will provide a laptop.)
- The ability to lift 50 pounds and perform physical tasks like carrying, pushing, pulling, kneeling, and squatting.
- Ability to travel to events around the Twin Cities metropolitan area, including to areas without transit service.

Details and compensation

This is a part-time internship: Approximately 10 hours per week June through December. Some evening and weekend hours will be required.

The internship is compensated at \$19 per hour. CUB provides a monthly cell phone stipend, a monthly transportation stipend to help with costs associated with traveling to and/or parking at the office, and reimbursement for additional travel and other expenses. Paid leave is provided for holidays and sick time.

The intern will be working in a hybrid environment. Currently, staff typically works from CUB's office in Saint Paul approximately one or two days a week. When in-person outreach events are held, the intern will need to be able to travel to events around the Twin Cities metropolitan area, including suburbs.

Applications will be accepted on a rolling basis until the position is filled. Initial review of applications will begin on May 27, 2026.

To apply, send a resume and cover letter to James Birr, Outreach & Communications Manager, jamesb@cupminnesota.org.

About the Citizens Utility Board of Minnesota

The [Citizens Utility Board of Minnesota \(CUB\)](#) is a nonprofit advocate for our state's utility consumers. We advocate for affordable utility service, consumer protections, and clean energy.

CUB is an independent resource for Minnesota energy consumers. We work in partnership with organizations and individuals across the state to ensure Minnesotans have the information they need to make good decisions for their households. Our expert outreach staff advises thousands of Minnesotans each year on a wide variety of issues. We regularly work with consumers struggling to pay bills and help them understand rights, resources, and responsibilities to avoid utility shutoffs or get service reconnected. CUB attends numerous events across the state to share information and resources about energy related programs, incentives, and energy saving opportunities. Our energy bill consultations help people understand their energy use, reduce home energy expenses, make their homes energy efficient, plan for equipment and appliance replacement, and achieve their clean energy goals.

CUB aims to be a voice for Minnesotans at the state Public Utilities Commission and the legislature. We work for a rapid, cost-effective transition to clean energy that benefits the public – including communities that have long borne the negative impacts of our energy systems. We fight for affordable rates and stand up to utility companies and their shareholders. The work of our outreach team informs and shapes our advocacy work.

CUB's role as a consumer advocate drives us to address historic and persistent inequities in energy systems. We seek to align power and resources equitably both within our organization and externally in the systems in which we advocate. We strive to ensure all households have affordable, clean, and reliable energy and can live comfortably in their homes.