



**Position Announcement:**  
**Paid Part-Time Communications & Administrative Intern**  
**for Fall 2025 through Spring 2026**

**Job description**

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

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 communications, outreach 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:

***Communications***

- Support the Outreach & Communications Manager in the implementation of digital communications strategy across our website, social media (Facebook and LinkedIn), and newsletters.
- Develop graphics, flyers, and handouts as needed. We use Canva.
- Build out and/or maintain templates for handouts, graphics, and presentations.
- Proofread written copy for articles, web resources, press releases, and handouts. Develop copy for social media.
- Pull monthly engagement reports for website, social media channels, and newsletters.
- Monitor social media channels for engagement and messages in collaboration with the Outreach & Communications Manager and Outreach Team.
- Identify new strategies that CUB could employ to boost our reach and implement in collaboration with the Outreach & Communications Manager.

***Administration***

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

- Identify new strategies to efficiently track and analyze consumer data in collaboration with CUB's Outreach and Policy teams.
- Assist in organizing, tracking, and systematizing CUB's physical Outreach materials.

### **Outreach**

- Opportunity to attend and staff occasional CUB events in a support role.
- Develop a working understanding of energy programming to strategize new communications materials.

### **Qualifications**

- Excellent written communications and graphic design skills.
- Experience with social media channels such as Facebook and LinkedIn.
- 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 and Google products.
- Ability to work effectively in a remote capacity. (CUB will provide a laptop.)
- Desired: Experience with database management.
- Desired: Experience with video content creation.

### **Details and compensation**

This is a part-time internship: Approximately 10 hours per week September through May. The exact dates and work schedule of the fall/winter/spring internship will be determined depending on the candidate's availability. Some limited evening and weekend hours may be required.

The internship is compensated at \$18 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.

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

### **To apply**

Please send a resume, cover letter, and graphic design work sample to James Birr, Outreach & Communications Manager, at [jamesb@cubminnesota.org](mailto:jamesb@cubminnesota.org).

Applications will be accepted on a rolling basis, with priority review beginning on July 23, 2025. We anticipate conducting interviews in late July and early August, with a desired start date at the beginning of September.

**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 aims to be a voice for Minnesotans before utility regulators and the state legislature. We fight for affordable rates and stand up to utility companies and their shareholders. 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 are a resource navigator for consumers. Our expert staff advises thousands of Minnesotans every year on their rights, resources, and responsibilities to avoid utility shutoffs or get service reconnected. CUB consultations help people reduce home energy expenses, figure out the best options to electrify their homes, and answer any home energy-related questions. We provide information and resources in partnership with communities and organizations throughout the state.

CUB's role as a consumer advocate drives us to address historic and persistent inequities in Minnesota's 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.