



We are hiring: Paid Part-Time Outreach Intern

Job description

CUB is seeking a motivated intern to support our outreach programs. The intern will help people understand their electric and gas bills, what energy bill assistance and affordability programs exist, how to reduce energy waste and save money, their options for renewable energy, and potential steps for home decarbonization/electrification.

This is a great opportunity for someone interested in a career in energy, environmental issues, community engagement, 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 outreach events (expected to be primarily in-person with some remote events). Examples of events include: tabling, presentations, workshops, and trainings.
- Complete administrative tasks that support outreach interactions and record keeping, including tracking and entering data.
- Assist the Outreach Director, Outreach Specialist, and Outreach and Communications Manager staff with special projects. Examples include: attending meetings with consumers or partner organizations and providing note-taking support, conducting research on consumer-related energy issues, helping develop outreach materials, and writing blogs on energy topics for CUB's website and newsletter.
- Additional tasks to support CUB's outreach program efforts.

Qualifications

- Interest in energy, environmental policy, community outreach, and consumer advocacy
- Self-motivated, organized, and detail oriented
- Experience with Microsoft Office suite and Google products
- Ability to work both independently and collaboratively with staff
- Strong communication and interpersonal skills, including being comfortable interacting directly with the public
- Strong computer skills, including proficiency in Microsoft Office Word, Excel, and Google products
- 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.
- Transportation to events around the Twin Cities metropolitan area

Details and compensation

This is a part-time internship beginning in January 2026. The internship will include approximately 10 hours per week, January through May. There may be an opportunity to extend the internship to 20 hours per week June through August. We are flexible regarding whether the internship concludes in May or August, though would give preference to the right candidate who would like to continue through the summer. The exact dates and work



schedule of the internship will be determined depending on the candidate's availability and the outreach event calendar. 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 primarily work remotely. Staff typically works from CUB's St. Paul office 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 November 24, 2025.

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

About the Citizens Utility Board of Minnesota

The [Citizens Utility Board of Minnesota \(CUB\)](https://www.cubminnesota.org) 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.