



CITIZENS UTILITY BOARD

Empowering Minnesota Consumers

We are hiring: Paid Part-Time Communications and Outreach 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 energy bills and options, and to ensure utility service is affordable, reliable, and clean.

Job description

CUB is seeking a motivated intern to support our communications and outreach programs. The intern will assist with CUB's communications strategies, support CUB's outreach events, help 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, environmental issues, 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:

- Assist communications coordinator with communication materials, including video production and graphics development. Provide support to, prepare for, staff, and follow up on CUB's public events, including webinars and bill clinics
- Develop informational materials for Minnesota consumers
- Additional tasks to support CUB's outreach program

Qualifications

- Interest in energy, environmental policy and/or consumer advocacy
- Self-motivated, organized, and detail orientated
- Experience with Microsoft Office suite, graphic design and video editing
- Ability to work both independently and collaboratively with staff
- Strong communication and interpersonal skills
- Ability to work effectively in a remote capacity from a home office.

Details and compensation

This is a part-time, paid internship: \$15 per hour, 10 hours per week through approximately December 2020, with the possibility of extending the internship beyond December. The exact dates will be determined depending on candidate's availability. Some evening and weekend hours may be required.

Until further notice, intern will be working remotely. When in-person work can safely resume, the intern will be based in CUB's downtown St. Paul office and will need to be able to travel to events around the Twin Cities metropolitan area, including suburbs.

To apply

Send a resume and cover letter by **Wednesday, August 19** to:

Hannah Hoeger

Communications and Outreach Coordinator, Citizens Utility Board of Minnesota
hannahh@cubminnesota.org