



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. For more information, visit <https://cubminnesota.org>.

Job description

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

- Provide support to, prepare for, staff, and follow up on CUB's outreach events (remotely and, eventually, in person)
- Assist the Outreach Director with special projects
- Assist Outreach and Communications Manager to develop communication materials, including video production and graphics development
- Additional tasks to support CUB's outreach program and communication efforts

Qualifications

- Interest in energy, environmental policy, communications, and/or consumer advocacy
- Self-motivated, organized, and detail oriented
- Experience with Microsoft Office suite
- Graphic design and video editing desirable
- Ability to work both independently and collaboratively with staff
- Strong communication and interpersonal skills
- Ability to work effectively in a remote capacity. (CUB can provide a laptop.)

Details and compensation

This is a part-time internship: 10 hours per week through approximately December 2021, with the possibility of extending the internship beyond December. Additional hours may be available when in-person outreach events resume. The exact dates of the internship will be determined depending on the candidate's availability. Some evening and weekend hours may be required.

The internship is compensated at \$15 per hour. CUB provides a cell phone stipend, reimburses expenses, and will provide a transportation stipend when we are again working from the office.

Until further notice, the 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. We anticipate a gradual transition to in-person activities and returning to working from the office starting as early as this summer.

To apply, send a resume and cover letter by **Friday, May 14** to:

Carmen Carruthers, Outreach Director, carmenc@cubminnesota.org