



Clean Energy Business Network Seeks a Communications Intern Spring-Summer 2018

The Clean Energy Business Network (www.cebn.org), a membership association of small- and medium-size businesses working across the clean energy economy, seeks a Communications Intern to assist with content development, social media, and metrics tracking. The ideal candidate is an undergraduate/graduate student or recent graduate with a strong background in communications or energy. This internship will provide an excellent opportunity to learn about the clean energy business landscape, engage in messaging geared towards policy goals, and contribute to the success of small companies working across the renewable energy, efficiency, natural gas, and advanced transportation sectors. The start date for this internship is flexible, but a commitment of 6-8 weeks is expected. An intern with capacity to work on a limited basis of a few hours per week before the spring semester ends would be ideal.

Duties:

- Find and summarize news articles about state energy policy/market updates for newsletter
- Develop social media content and track social media metrics
- Track metrics on member engagement (event attendance, action on policy alerts, etc.)
- Draft profiles about clean energy business leaders and their companies' work
- Add to the CEBN's repository of stock images
- Assist with website maintenance
- (Possibly as needed) Draft blog posts about policy developments
- (Possibly as needed) Assist with editing webinar and podcast recordings

Time Commitment:

- The ideal candidate should be available to start as soon as possible on a limited basis (i.e., a few hours per week while finishing the school year) and continue for 25-40 hours/week over the summer, for 6-8 weeks
- At least some of the intern's hours should be on a set schedule during normal business hours to be available for "on-call" urgent tasks
- Stipend: \$1,500-2,000 depending on total time commitment finalized in our arrangements

Requirements:

- Excellent communications skills required
- Familiarity with HTML, WordPress, and Excel strongly preferred
- Familiarity with energy technologies preferred
- Familiarity with social media platforms (Twitter, LinkedIn, Facebook) preferred
- Familiarity with audio and visual editing software (Audacity and Movie Maker) a plus
- Understanding of federal policy a plus

Application Process:

- Please email your resume and cover letter to cebn@cebn.org by Monday, April 16.
- The top 3 candidates will be asked to complete a brief exercise (~15-20 minutes) similar to the job requirements to inform our final selection.