EFI Internship: Communications
Summer 2018

Overview
The Energy Futures Initiative is a nonprofit organization founded by former Energy Secretary Ernest Moniz dedicated to addressing the imperatives of climate change by driving innovation in energy technology, policy and business models to accelerate the creation of clean energy jobs, grow local, regional and national economies, and enhance energy security. Interns may also do business-sensitive work for EJM Associates, LLC, a private energy business consultancy.

Research projects cover a wide range of energy issues including, but not limited to, modernization and protection of electricity networks, the skills needed for 21st century energy jobs, technologies to decarbonize energy systems, regional disparities in energy sources, and global and regional initiatives to promote clean energy innovation.

Desired Background
Applicants should be pursuing a postgraduate degree or have recently completed postgraduate work. We prefer candidates who are studying energy issues, and for the communications position will consider candidates pursuing degrees in economics, policy, and communications who have an interest in environmental and energy issues. Competitive candidates will have excellent research and writing skills honed through corporate or government experience, along with a thorough grasp of broad energy issues and the regional impacts of climate change. Superior candidates will also offer the ability to create interactive graphics, illustrations and videos. Skills in WordPress or coding is a strong plus, as is experience in email marketing software such as Constant Contact.

Responsibilities
Working closely with senior staff and principals, your main job will be to assist the Communications & Marketing Director in preparing content and marketing materials for the think tank and consultancy. Specifics duties includes (but are not limited to):

- Assisting Director of Communications and marketing with EFI and EJM’s social media and web presence, including the posting of event videos, news and other updates on LinkedIn and Twitter.
- Preparing written memos for senior staff on an array of energy-related topics in a well-researched, analytical, and timely fashion.
- Creating and maintain databases for content distribution to other energy influencers, reporters, U.S. policy makers and their staffs.
• Proven ability to collate and analyze marketing data—email penetration, open rates, and effective ways of furthering outreach.
• Working with research Associates to create compelling client presentations and business briefing papers.
• Monitoring major energy publications and event data banks to help the EFI team be appraised of the latest professional and technical developments.
• Creating graphic presentations of EFI content that can be shared on social media.
• Assisting in organizing special events ranging from small group briefings to multiday conferences, in some cases working with outside vendors.
• Taking the initiative in developing own research portfolio based on EFI’s core mission areas.

Eligibility & Skills

• Background in energy or communications preferred, candidates will be considered from economics and finance departments
• Current post graduate student or recent graduate (postgraduate degree)
• GPA of at least 3.0 (on a 4.0 scale)
• Dedication to accuracy
• Familiarity with PowerPoint, Excel or compatible software products (Google Docs)
• Ability to work accurately with complicated data sets to deliver on firm deadlines
• Understanding of the value of social media in promoting policy
• U.S. citizen or authorized to work in the United States

Dates of Assignment
June to September

Application Materials
• Cover letter
• Resume
• 1-2 Page writing sample (on an energy topic)

APPLICATIONS DUE BY MAY 29, 2018

Send applications to info@energyfuturesinitiative.org. Please write “SUMMER INTERNSHIP 2018 – COMMUNICATIONS & MARKETING” in the subject line. www.energyfuturesinitiative.org