Energy Futures Initiative Spring 2020 Internship: Strategic Research and Analysis Team Support

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 an undergraduate or postgraduate degree or have recently completed undergraduate or postgraduate work. We prefer candidates who are studying energy, climate, and related issues. Competitive candidates will have excellent research and writing skills including an ability to effectively synthesize and summarize information from different sources. We are looking for someone who is highly organized, detail-oriented, and able to manage multiple tasks and meet deadlines. Previous work or internship experience in a professional setting is a plus.

Responsibilities

Working closely with Strategic Research and Analysis Team staff and management, your main job will be to assist the Research and Analysis Team in preparing content, organizing materials, and creating publication-quality graphics and reports for the think tank and consultancy. Specifics duties include (but are not limited to):

- Conducting research on an energy and climate topics to assist research staff with ongoing projects.
- Preparing publication-quality graphics and report layouts using specialized software (e.g. Tableau, Canva, Excel, InDesign)
- Preparing written memos for senior staff on an array of energy-related topics in a well-researched, analytical, and timely fashion.
- Assisting with the preparation of materials and logistics for technical workshops and stakeholder roundtables.
• Working with research analysts to create compelling client presentations and business briefing papers.
• Taking the initiative in developing own research portfolio based on EFI’s core mission areas.

Eligibility & Skills

• Background in energy, climate, or environmental policy preferred; however, candidates from other departments who have a demonstrated interest in energy topics will also be considered
• Background creating publication-quality graphics, reports, and figures
• Current undergraduate, post graduate student or recent graduate
• GPA of at least 3.4 (on a 4.0 scale)
• Dedication to accuracy, highly organized, and able to deliver on firm deadlines
• Experience sending professional emails
• Full-time availability is preferred
• Familiarity with PowerPoint, Excel and compatible software products (Google Docs)
• Familiarity with publication-layout software preferred (e.g. Tableau, Canva, InDesign)
• U.S. citizen or authorized to work in the United States for the period

Dates of Assignment
• January to May

Application Materials
• Cover letter
• Resume
• Writing sample (on an energy topic)
• Portfolio of publication materials (e.g. graphs, tables, reports)

Send applications to nmvolk@energyfuturesinitiative.org by December 4, 2019. No phone calls please. Please write “SPRING INTERNSHIP 2020 – STRATEGIC RESEARCH & ANALYSIS TEAM SUPPORT” in the subject line.

Non Discrimination
EFI is an equal opportunity employer. All qualified applicants will receive consideration for employment without unlawful discrimination, based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation or citizenship status.