2020 Communications Fellowship
(Paid Remote Opportunity)

The Energy Futures Initiative, a nonprofit organization founded by former U.S. Energy Secretary Ernest Moniz to address the climate crisis, is offering remote fellowship opportunities. In response to the safety restrictions put in place due to the COVID-19 crisis, EFI will conduct remote interviews.

EFI offers fellowships to individuals who are pursuing or have completed an advanced degree (post undergraduate) in a field relevant to EFI's work. Fellowships are offered for a fixed term (typically a semester or aligned with a specific project duration). Fellows are non-exempt employees and are paid on an hourly basis. Fellows may be full time (40 hours/week) or part time. Full time fellows receive time and a half pay for overtime (i.e., hours worked in excess of 40 hours per week).

Compensation for fellows is based on years of post-undergraduate education relevant to EFI's work and relevant experience. Depending upon project requirements and at the discretion of EFI, interns and fellows may work remotely or in the EFI offices.

The Communications Fellow works on social media outreach, including providing illustrations and content for LinkedIn, Facebook, Twitter, the EFI website, and the EFI newsletter. Setting up, preparing materials for, and supporting workshops and external events such as informational webinars are also key components of the position. Fellow may also do business-sensitive work for EJM Associates, LLC, a private energy business consultancy. The ability to join and participate in business meetings in the normal working hours of the Eastern Time Zone (9:00am-5:00pm ET) is required.

Desired Background

Applicants should be pursuing a postgraduate degree or have recently completed postgraduate work. We prefer candidates who are studying energy issues, and we also 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. Superior candidates will also offer the ability to create interactive graphics and videos. Skills in WordPress, coding, Adobe Creative Suite, Affinity, or Canva are a strong plus, as is experience in email marketing software such as Constant Contact or MailChimp.

Responsibilities

- Assisting Director of Communications and Communications Associate with EFI’s social media and web presence, including updating the EFI website on a regular basis, which includes drafting blog posts on EFI activity.
- Creating graphic presentations of EFI content that can be shared on social media.
- Preparing written memos for senior staff on an array of energy-related topics in a well-researched, analytical, and timely fashion.
• Preparing thorough briefing books for the Principals when they travel or participate in virtual speaking engagements.
• 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.

Eligibility & Skills

• Background in energy or communications preferred
• Current post-graduate student, or recent graduate
• GPA of at least 3.0 (on a 4.0 scale)
• Familiarity with InDesign, Affinity Publisher, and/or Canva
• Experience creating interactive graphics and videos highly desirable
• 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 Visa to work in the U.S. for the period

Application Materials

• Cover letter
• Resume
• Writing sample (on an energy topic)
• Optional: Graphic design portfolio

Application Instructions

• Send applications to info@energyfuturesinitiative.org by September 11, 2020 at 11:59 PM ET. No phone calls please.
• In your cover letter, state where you learned of this opportunity.
• Write “[LAST NAME] - 2020 Communications Fellow” in the subject line.

Our Culture

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.