

Communications Assistant / Internship Program

Based in Arlington, Massachusetts, the [Applied Economics Clinic \(AEC\)](#) is a mission-based non-profit consulting group that offers expert services in the areas of energy, environment, consumer protection, and equity from seasoned professionals while providing on-the-job training to the next generation of technical experts.

AEC's clients are primarily public interest organizations—non-profits, government agencies, and green business associations—who work on issues related to AEC's areas of expertise. Our work products include expert testimony, analysis, modeling, policy briefs, and reports, on topics including energy and emissions forecasting, economic assessment of proposed infrastructure plans, and research on cutting-edge, flexible energy system resources. AEC is committed to a just workplace that is diverse, pays a living wage, and is responsive to the needs of its six full-time and five part-time staff. The Clinic provides on-the-job training to graduate students in the form of [paid internships](#) as research assistants and energy analysis interns.

We are currently accepting applications for a student communications assistant position, open to hire immediately.

The communications assistant will work with the staff of the Applied Economics Clinic to help maintain and expand outreach efforts. The communications assistant will: update and maintain our Squarespace website; update our social media platforms; maintain our email subscriber database in MailChimp; and complete other projects as assigned.

Desired Qualifications:

- Enrolled in a PhD or Master's program in a communications-related field (e.g., communications, public policy, media studies, public relations, etc.)
- Knowledge of and experience curating content for topics related to energy, environment, and equity
- Experience using social media platforms (particularly Twitter, Facebook, and LinkedIn)
- Experience with website and email management (experience with Squarespace and MailChimp is a plus)

This is a part-time position, open for immediate hire through Fall 2021, and hours per week are flexible. To apply, please send a cover letter, resume, writing sample and references to jobs@aeclinic.org. Applications will be reviewed on a rolling basis. AEC had adopted a hybrid workplace with all staff working some hours in the office and some remotely. AEC has since rolled back that policy, making working in-person optional for now. Candidates should be available to work part-time from AEC's office in Arlington, Massachusetts if in-person work becomes a safe and health option again. Please note your work availability in your application materials.



Research Assistant / Internship Program

Based in Arlington, Massachusetts, the [Applied Economics Clinic \(AEC\)](#) is a mission-based non-profit consulting group that offers expert services in the areas of energy, environment, consumer protection, and equity from seasoned professionals while providing on-the-job training to the next generation of technical experts.

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Founded by Clinic Director and Senior Economist Elizabeth A. Stanton, PhD in 2017, AEC's talented researchers and analysts provide a unique service-minded consulting experience. AEC professional staff includes experts in electric, multi-sector and economic systems modeling, climate and emissions analysis, green technologies, and translating technical information for a general audience. AEC's staff are committed to addressing climate change and environmental injustice in all its forms through diligent, transparent, and comprehensible research and analysis.

We are accepting applications for both Summer 2021 and Fall 2021 research assistants and energy analysis interns.

AEC is looking for current **graduate students** in an **economics or environmental-related field** to join our team as research assistants. Research assistants will assist in applied work on environmental and consumer equity issues by summarizing written materials, collecting data, creating spreadsheets, and writing policy memos. Applicants should note their fluency in Spanish, which is a desired skill for certain projects but is in no way a requirement.

Applicants for Summer positions should apply as soon as possible. **Applications for the Fall are due by August 15, 2021** and will be reviewed as they are received. Fall positions will begin in early to mid-September. Applicants should note whether they are available to start work earlier in the summer.

To apply for a research assistant position, please send a **cover letter, resume, writing sample, Excel spreadsheet example and references** to jobs@aeclinic.org.

AEC has adopted a hybrid workplace with all staff working some hours in the office and some remotely. Candidates should be **available to work part-time from AEC's office** in Arlington, Massachusetts. Please note your work availability in your application materials.