

JOB DESCRIPTION – COMMUNICATIONS INTERN

Texas Energy Poverty Research Institute

OVERVIEW

The mission of the Texas Energy Poverty Research Institute (TEPRI) is to inspire lasting energy solutions for low-income communities. We do this by collecting actionable data that industry partners can utilize to mitigate the energy costs of low-income consumers across Texas.

TEPRI is a nonprofit organization founded in 2015 that works with member companies, foundations, academia, government, nonprofit organizations, and research institutes to design research studies and implement demonstration projects.

TEPRI seeks a part-time undergraduate or graduate intern with a strong communications or marketing focus with interest in the intersection of energy and poverty. The role of this intern will be to support the communications, marketing, branding, and special events of TEPRI including our social media, website and general operational support of the organization. The expected duration is the 2017-2018 academic year beginning no later than October 1st and commencing in May 2018. The weekly time commitment will vary but our expectation is 20 hours per week on average.

EXPECTATIONS OF THE INTERN

This is a unique position supporting important TEPRI projects, and a valuable opportunity for an intern to attain meaningful experience supporting endeavors that may have a positive impact on the low-income consumers and power market. TEPRI will work to ensure that our interns come away with experience that will improve both their academic and career prospects.

General project areas of this internship are listed below. Specific work scope will be determined on a weekly basis.

- Social Media Management: Follow our social policy and schedule weekly tweets, respond to interactions and track metrics
- Email Newsletter: Design and distributed the monthly newsletter updates; Manage the distribution list of contacts within the platform
- Website Updates: Content management of news and new posts in our Wordpress website (training available, if needed)
- Marketing/ Design: Design and develop marketing and promotional collateral for TEPRI initiatives, events, projects and communication
- Editorial Calendar: Manage and update the editorial calendar including tracking metrics and planning future publications and communication
- Events: Support coordination, promotion, communication, management and logistics for TEPRI luncheons, member's events, speaking opportunities, membership meetings throughout the year and play a key role in planning the joint conference in March 2018.
- Clearinghouse Project Assistance: Assist TEPRI and our web development team with implementation of developing the Energy Poverty Clearinghouse online database, an

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organization of “Resources” in a comprehensive and user-friendly portal online. TEPRI has engaged a professional web development firm and the intern will be assisting with the project management and overall successful website build out. No technical skills required.

- Other Intern Responsibilities – Additional miscellaneous operational tasks such as printing, filing, meeting materials prep, etc. when needed.

QUALIFICATIONS

The successful candidate must be passionate about the mission of TEPRI. Other qualifications include:

Key Criteria:

- Very strong written communication skills
- Demonstrated organization and time management (experience working in a project-based environment preferred)
- Minimum of one (1) year of professional or academic experience in communications, marketing or similar role.
- Minimum of one (1) year of professional or academic experience in writing and editing reports, evaluations and/or policy documents.
- Familiarity (preferably significant experience) with website development, Adobe creative suite (Photoshop, InDesign), spreadsheets, other analytical tools or programming languages, word processing, and slide presentation software.
- Proven ability to work constructively within teams.
- Currently enrolled at the undergraduate or graduate level in an accredited Texas-based academic institution (min least a 3.0 GPA).
- Interest and/or experience in energy efficiency, low-income communities, and/ or research.

General Requirements:

- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Flexibility and willingness to manage many different types of tasks
- High work quality and attention to detail

To apply, please submit a resume and cover letter to samantha@txenergypoverty.org no later than Monday, October 23rd. Please include examples of past work, if available.