

MARKETING & COMMUNICATIONS INTERN POSITION DESCRIPTION



MISSION

The mission of the Texas Energy Poverty Research Institute (TEPRI) is to inspire lasting energy solutions for low-income communities across Texas. We work with teams of experts to conduct research, build evidence, create tools, and partner with local jurisdictions to pilot and test new practices that can scale through effective networks. Our efforts aim to improve the systems that are needed to enable sustainable energy solutions to reach underserved communities so that their benefits may flow to those most in need.

EXPECTATIONS OF MARKETING AND COMMUNICATIONS INTERN

TEPRI is seeking a **part-time undergraduate or graduate intern** with an academic focus in communications/marketing and an interest in the intersection of energy and poverty. This is a **paid position**.

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 time commitment is expected to be **18-24 hours per week**, divided over 3-4 days in our office off of South Congress Avenue in Austin, Texas or our satellite office in San Antonio, Texas.

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.

- **Email Newsletter:** Support the design and distribution of TEPRI's monthly newsletter updates and other email campaigns. Manage the distribution list of contacts within the platform.
- **Website Updates:** Content management of news and other posts in our WordPress website. Make additional website updates and corrections as necessary.
- **Social Media Management:** Execute our social plan in Hootsuite (training available if necessary). Schedule regular tweets and LinkedIn posts, monitor and respond to interactions, and track metrics.
- **Marketing/ Design:** Design and develop marketing and promotional collateral for TEPRI initiatives, events, projects and communication.
- **Communications Calendar:** Manage and update the workplan calendar including tracking metrics and planning future publications and communication.
- **Events/ Webinars:** Support coordination, promotion, communication, management and logistics for TEPRI events and member meetings throughout the year.
- **Resource Compilation:** Gather and import relevant resources (reports, blog posts, presentations, etc.) for our online portal of energy poverty resources.
- **General Administrative Support:** Documents development, calendar management/scheduling, purchasing office supplies, preparing materials/taking notes at meetings, etc.

QUALIFICATIONS

Required Skillset:

- Very strong written communication skills
- Demonstrated organization and time management (experience working in a project-based environment preferred)
- Familiarity (preferably significant experience) with website management in WordPress
- 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
- Knowledge of Adobe creative suite (Photoshop, InDesign), spreadsheets, other analytical tools or programming languages, word processing, and slide presentation software preferred
- 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

ENVIRONMENT

TEPRI is a young non-profit and growing rapidly. We have a small team of innovative and creative thinkers. Our team works out of a shared-office space located on South Congress in downtown Austin, Texas. Parking is included and available 24/7. We offer the ability to work remotely on occasion.

COMPENSATION

Compensation will be \$15.00 - \$20.00 hourly. Please submit a resume and cover letter to samantha@txenergypoverty.org.

We are proud to be an Affirmative Action, Equal Opportunity Employer. Our employment decisions are made without regard to race, color, religion, gender, national origin, age, disability, marital status, veteran or military status or any other legally protected status. In order to comply with local, state and federal Affirmative Action and Equal Employment regulations we may need to identify certain applicant data which will only be used for reporting to government agencies. You are not required by law to provide this data. The data you provide on any material will be kept confidential, used solely for statistical purposes and maintained separately from your employment application. This data will not be used to make a decision about your employment.