



## All In Energy Communications Internship

All In Energy is making the transition to a clean energy economy more rapid and inclusive by creating community outreach campaigns in underserved neighborhoods that drive adoption of energy-saving products and services. We're seeking a passionate college student or recent graduate to help communicate about our campaigns in Cambridge, Boston, Lawrence and Methuen this Summer. This is an exciting opportunity not only to learn valuable skills but also to shape the future of a new and innovative non-profit organization. You'll be working closely with the co-founders of the organization and your feedback on both tactical and strategic implementation of the program will have a large impact on future campaigns.

This position is funded by the Mass Clean Energy Center Internship Program. To participate in the program, candidates must either attend, or have graduated within the past year from, a Massachusetts college or university, or they must be a Massachusetts resident, with proof of residency, who attended an out-of-state college or university. Students pursuing a master's degree are eligible for this program, though Ph.D. candidates are not. For more information on the MassCEC Internship Program visit [www.masscec.com/clean-energy-internship-program](http://www.masscec.com/clean-energy-internship-program).

**The Communications Intern** plays a critical role in developing and implementing a digital and print communications strategy that complements our field operations and supports our organization's fundraising efforts.

Responsibilities will include:

- Maintain website, including updating blog, partner pages and progress map
- Maintain social media presence on Twitter and Facebook
- Design and adjust event materials, collateral, and giveaways for tabling
- Secure earned media through press releases and building relationships with local media
- Draft emails for partners to send to their constituents
- Draft direct mail pieces to be sent by partners to their constituents
- Proofread and provide feedback on grant applications, slide decks, and other fundraising materials
- Create and/or manage system to track effectiveness and cost of various marketing channels
- Engage with the residents of our target communities to connect them to no-cost utility energy assessments through tabling events
- Miscellaneous tasks associated with starting up a new nonprofit organization, as needed

#### Required Qualifications:

- Passion and feeling of urgency for addressing global climate change, equitable clean energy access, or economic and environmental justice
- Strong written communication skills in English with minimal spelling or grammatical errors
- Experience in web design or social media for a business, non-profit, team or club
- Experience writing blog posts, published articles, or letters to the editor
- Demonstrated ability to creatively problem solve and overcome obstacles
- Ability to work independently and as a part of a small, nimble team
- Details-oriented and able to keep tasks, records and systems organized
- Ability to travel to our coworking space near Boston University and around the public transit-accessible metro Boston area.
- Willingness to travel to Lawrence, Methuen or other areas outside Boston as needed. (Personal transportation to these areas not required.)

#### Preferred Qualifications:

- Bilingual in English and Spanish (both written and spoken) highly preferred.
- Experience communicating with the residents of low-income and/or majority-minority communities
- Sales, outreach, or organizing experience, e.g. retail, political canvassing, fundraising
- Experience gathering and analyzing data
- Graphic design experience or aptitude
- Public speaking experience
- Basic knowledge of how homes use and lose energy

#### Hours and Compensation:

- \$15/hour
- Part time or full time possibilities (full time preferred)
- Flexible schedule, with some required evenings and weekends

All In Energy is an equal opportunity employer who values diversity. In particular, we're dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the clean energy economy. We're committed to building an inclusive workplace culture where talented people of widely diverse backgrounds can thrive. We are actively seeking people who bring diverse backgrounds and perspectives to join us in this work.

To apply, please email a brief cover letter and resume to [gabe@allinenergy.org](mailto:gabe@allinenergy.org) with the subject line "Communications Internship Application."