



## **All In Energy Bilingual Communications and Marketing Internship**

All In Energy is making the transition to a clean energy economy more rapid and inclusive by creating community outreach campaigns that drive adoption of energy-saving products and services in neighborhoods that have historically had low participation rates in these beneficial programs. We're seeking a **passionate bilingual (Spanish/English or Portuguese/English) college student or recent graduate** to help execute our campaigns across Massachusetts 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 and Marketing 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 the following in both English and Spanish or Portuguese:

- Maintain website, including updating blog, partner pages and progress map
- Maintain social media presence on platforms such as 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
- Translate materials into Spanish or Portuguese
- 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 and Spanish or Portuguese with minimal spelling or grammatical errors
- Experience with social media, maintaining website content and/or creating fliers 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
- Creative with strong eye for graphic design
- Ability to work remotely and stay on task and in good communication with team

Preferred Qualifications:

- Successful experience working remotely with a team
- Experience communicating with the residents of low-income and/or majority-minority communities
- Experience gathering and analyzing data
- Experience presenting or doing public speaking
- Graphic design experience or aptitude
- Basic knowledge of how homes use and lose energy
- Some knowledge in creating marketing strategies inside or outside classroom

Hours and Compensation:

- \$15/hour
- Part-time or Full-time possibilities
- Flexible schedule

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 [careers@allinenergy.org](mailto:careers@allinenergy.org) with the subject line "Marketing Internship Application."