



1111 19th Street NW Suite 406  
Washington, DC, 20036

[www.ElectrificationCoalition.org](http://www.ElectrificationCoalition.org)

The Electrification Coalition (EC) is a nonpartisan, not-for-profit advocacy group based in Washington, D.C. committed to promoting policies and actions that facilitate the deployment of electric vehicles (EVs) on a mass scale. The EC works to end the oil dependence that threatens the nation's economic, environmental, and national security by working towards the long-term solution of electrifying transportation. For more information about the EC, visit [electrificationcoalition.org](http://electrificationcoalition.org).

- **Position:** Communications Intern
- **Location requirements:** 100% remote or DC if desired
- **Work authorization requirements:** Legally able to work in the United States as required by the Immigration Reform and Control Act (ICRA)
- **Compensation:** \$10- \$16 per hour dependent on location
- **Hours per week:** 20 hours per week
- **Start date:** January 2024 (flexible)
- **Length:** 3-month minimum commitment

#### **About the Position:**

The EC seeks to hire a highly skilled and innovative communications intern to join our growing team. The communications intern supports the EC's communications team in all things outreach. The intern is responsible for supporting the EC's communications strategies and supporting successful team execution to achieve outreach goals.

#### **Things You Might Work On:**

- Supporting all communications, including social media, web content, newsletters, press releases, and more.
- Support development of messaging and communications strategies to grow the EC brand and programs.
- Supporting the development of EC outreach materials, fact sheets, and other communications tools.
- Regular updates of the EC website (WordPress) and program sites to help ensure content is current and user friendly.
- Content creation for the EC's public relations and social media outreach, ensuring the use of consistent branding and the EC's most effective messages.
- Working cross-departmentally to promote the EC's reports and messages; creating and editing talking points and slide decks for EC staff to use at speaking engagements and conferences.

**You have:**

- Strong entrepreneurial/opportunistic approach to work, demonstrated through your university involvement and potentially your work experience.
- Experience, education and/or demonstrated interest in communications and media relations in an advocacy, energy, trade association, policy, or political field.
- Experience with a variety of communications tools and platforms such as WordPress, Canva, Campaign Monitor, InDesign, Photoshop, Hootsuite, Facebook, Twitter, Instagram, and/or LinkedIn.
- An adaptable, flexible nature that allows you to change projects quickly but still holds priorities.
- Ability to work both independently without close oversight, but also to be a team player who will productively engage with others at varying levels of seniority within and outside of the EC.
- Strong organizational and time management skills with exceptional attention to detail.
- Excellent verbal and written communication skills.
- Ability to work on tight deadlines and manage workload.

**You might also have:**

- Some college or a bachelor's degree (undergraduates and graduate students are welcome to apply).
- Previous communications work experience.
- Experience in message development, media training, and crisis communications.
- Interest or experience in one or more of the following fields or sectors: transportation, electric vehicles, energy, utility sector, or new technologies.
- Exceptional organizational skills, attention to detail, and ability to learn quickly.
- A flexible schedule.

**To Apply**

To apply, send a letter of interest, CV, writing sample, and layout/graphic/presentation sample (e.g., slide deck, newsletter, poster, advertisement, fact sheet, Facebook post, Instagram graphic) that you have created, to Alex Rodman, Operations Associate, [arodman@electrificationcoalition.org](mailto:arodman@electrificationcoalition.org), subject line "Electrification Coalition Marketing and Communications Intern." Applications are accepted on a rolling basis. Start date: January 2024.

***The EC is an equal-opportunity employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage job seekers of all backgrounds to apply.***