

## Communications Intern

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 toward the long-term solution of electrifying transportation.

For more information about the EC, visit [electrificationcoalition.org](http://electrificationcoalition.org).

- **Position:** Policy Intern
- **Location requirements:** 100% remote
- **Work authorization requirements:** legally able to work in the United States as required by the Immigration Reform and Control Act (ICRA)
- **Compensation:** \$12-\$16 per hour, dependent on location
- **Hours per week:** Up to 20 hours per week
- **Start date:** May 2024
- **Length:** 3-month minimum commitment

### Responsibilities:

The Electrification Coalition seeks a motivated intern to support the consistent and effective delivery of the EC's messaging and brand. This role will report to the Director of Communications and will support the EC by doing the following:

- Drafting and editing content for factsheets, blog posts, research reports, newsletters, press releases, presentations, webinars, etc.
- Updating the EC website (WordPress) and program sites, ensuring content is current and accessible.
- Drafting and scheduling engaging social media posts.
- Developing graphics or sourcing images for social media posts, websites, reports, webinars, etc.
- Organizing and updating communications assets such as templates, logos, stock images, contact records, etc.
- Supporting the coordination and organization of both internal and external events and meetings

### What You Bring:

- Demonstrated interest or experience in communications or marketing, particularly in advocacy, transportation, energy, policy, or politics.

- Strong verbal and written communication skills with the ability to define the audience, identify the appropriate format, and articulate a clear and compelling message.
- The ability to gather, analyze, and succinctly summarize information from various sources.
- Experience with administrative tasks, such as meeting coordination, asset organization, and contacts with stakeholders.
- The ability to work independently, manage time, and prioritize tasks.
- A “utility player” mindset – willing to pivot and support teams across the organization and adapt to shifting priorities.

### You Might Also Have:

- Some college or bachelor’s degree (undergrad or grad students are welcome to apply).
- Exceptional organizational skills, attention to detail, and ability to learn quickly.
- Demonstrated writing, citation, editing, and proofreading abilities.
- Experience with various communications tools and platforms such as WordPress, Canva, Campaign Monitor, InDesign, Photoshop, Hootsuite, Facebook, Twitter, Instagram, and LinkedIn.
- Working understanding and proficiency with Microsoft programs, especially Excel.
- Internet savvy— experience with platforms including WordPress and Canva.

### How to Apply:

To apply for this position, please email a cover letter and resume to Alex Rodman ([arodman@electrificationcoalition.org](mailto:arodman@electrificationcoalition.org)) with the subject line “Electrification Coalition Communications Intern.” Applicants are also encouraged to submit an example of their communications work (a writing sample, social media post, graphics, presentations, marketing email, etc.) Applications are accepted on a rolling basis.

***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.***