

Policy 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.

- **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:** 20 hours per week
- **Start date:** May 2024
- **Length:** 3-month minimum commitment

Responsibilities:

The Electrification Coalition seeks a motivated intern to help support our programs around the U.S., including our [Federal](#) and [State Policy](#) work. This role will report to a Policy Manager and will have a particular focus on policy activities in the Southeast United States. The Policy Intern will support the team to complete analytical and legislative work like:

- Supporting stakeholder and partner engagement to help advocate for electric vehicle adoption across state, local, and federal levels.
- Supporting the coordination and organization of both internal and external events and meetings.
- Conducting detailed research on various transportation electrification topics for grant reports, presentations, and policy development. Topics may include transportation electrification planning and policy, utility strategy, state fleet electrification, charging infrastructure deployment, and medium- and heavy-duty electrification.
- Assisting in writing and creating factsheets, blog posts, research reports, newsletter content, and outreach materials.
- Supporting organizational cross-collaboration between campaigns, communications, and programs.
- Monitoring and evaluating relevant transportation electrification policy, rulemaking, and industry news.

- Supporting data analysis and interpretation for policies and rulemaking, emissions estimates, market trends, etc.

We Have:

- A fantastic team of EV experts working together to decrease U.S. dependence on foreign oil through widespread transportation electrification.
- A growing electric vehicle policy team helping to evolve EV policy at national, state, and local levels during a critical juncture for the EV industry.

What You Bring:

- Demonstrated interest in policy analysis, particularly within the electric vehicle sector.
- Strong research and communications skills with the ability to gather, analyze, and succinctly summarize information from various sources.
- Experience with administrative tasks, such as meeting coordination, tracking programs, and contacts with stakeholders.
- Interest in analytics, including data interpretation, analysis, and visualization.
- 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.
- 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) with the subject line “Electrification Coalition Policy Intern.” 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.