



External Affairs Internship Opportunity

Who We Are

Clean Power Alliance (CPA) is Southern California's locally operated non-profit default electricity provider for 32 communities within Los Angeles and Ventura counties and the 5th largest electricity company in the State of California. We provide clean renewable energy at competitive rates to over three million residents and businesses through approximately one million customer accounts.

What You'll Do

CPA is seeking enthusiastic and highly motivated students, recent graduates, and young professionals with interests in the clean energy, sustainability, and outreach fields. Through this internship, you will build relationships with elected officials and other stakeholders; assist in the development of content, including fact sheets, presentations, and press releases; contribute to the development and distribution of communications materials; create member agency profiles and content that can be shared by member agencies; and conduct research on topics such as industry and local government best practices for customer and community engagement.

Who You'll Work With

You will work closely with CPA's External Affairs team. Interns will also interact with other members of CPA's senior management team, elected officials of CPA's Board of Directors, and potentially with residential and business customers across CPA's service territory.

Commitment to Diversity

At CPA, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. Clean Power Alliance provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Culture

CPA fosters a culture of open communication, responsibility, and intellectual curiosity. As a small team that has quickly built the largest Community Choice Aggregation program in the country, high levels of trust, collaboration, and mission alignment are key factors in success. We value fact-based creativity in our work, accountability with our stakeholders, and promote ethical engagement and diversity with our brand.

Successful Candidates Must Demonstrate the Following Abilities:

- Enjoy engaging with passionate internal and external stakeholders.
- Strong communicator who can write and speak compellingly and clearly.



- Have a strong work ethic and be comfortable taking initiative in a fast paced, start-up environment.
- Organized and detail oriented.
- Ability to work evenings and weekends (as needed).
- Ability to carry out projects with minimal instructions.
- Compose correspondence independently based on policy and guidelines.
- Maintain complex records.

Duties and Responsibilities

Research and Analysis

- Assists in the preparation of fact sheets, presentations, newsletter articles, promotional communications, etc.
- Create PPT slides, fact sheets, and profiles for each member agency.

Board and Committee Support

- Support staff with Board of Directors activities such as: format reports and meeting minutes; conduct research relating to the Board of Directors; assist with and attend virtual public meetings and interact with elected officials.
- Monitor the efficiency of filing systems; assist in the development of a document management program for Board records; and provide recommendations as needed.

Member agency support

- Compiles monthly member agency reports for Community Outreach Manager review.
- Supports member agencies to sign up to CPA's Green Partner Program through helping to compile compelling reports and applications.

Perform other duties as assigned.

Qualifications

Candidates should have completed or be in the process of completing a Master's degree, with a desired focus in environmental, public policy, communications, journalism, science, or other relevant area of study. Work or volunteer experience is a plus but not required.

Required Skills

- Excellent verbal and written communication skills.
- Excellent organizational, scheduling, time management skills, and attention to detail.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to work within a team, as well as independently motivated.
- Professionalism in presentation.
- Proficient with Microsoft Office Suite and Adobe Pro software.



Desired Skills

- Bilingual Spanish, Mandarin, or Cantonese.
- Principles and practices of public information and media communications.

Compensation

The salary range for this internship is \$17 to \$25 per hour, with exact compensation to be determined by Clean Power Alliance, dependent on skills and experience. This is a part-time, temporary position. Interns are only eligible for mandated benefits, such as sick pay, workers' compensation, and Medicare contributions.

How to Apply

Candidates interested should apply at https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=3580618.

The start date for the position is as soon as possible and will remain open until filled.