



Government Affairs Intern

Who We Are

[Clean Power Alliance](#) (CPA) is Southern California's locally operated not-for-profit default electricity provider for 32 communities within Los Angeles and Ventura counties and the 4th largest electricity provider 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 an enthusiastic and organized Graduate Student or recent Post-Graduate Student seeking experience in the clean energy, sustainability, and outreach fields. Through this internship, you will develop and maintain various projects for our Government Affairs team. CPA internships are typically for a length of 12 weeks.

Who You'll Work With

The Government Affairs Intern reports to the Senior Director, Government Affairs. You will work closely with the Government Affairs team, External Affairs team, and various departments within the organization. You will also be involved with legislative and community outreach.

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, intellectual curiosity, and exceptional judgment. 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.
- Strong work ethic and comfortable taking initiative/working in a fast paced, start-up environment.
- Organized and detail oriented.
- Be able to organize and carry out projects with minimal instruction.
- Compose correspondence independently based on policy and guidelines.

Duties and Responsibilities

- Writing draft policy position letters (I.e. letters of support or opposition)
- Assisting with research assignments related to energy and CPA's service territory, or other issues
- Assisting in analyzing policy and proposed bills
- Representing CPA at meetings or community events, including interacting with members of the public and educating them about CPA
- Coordinating meetings and communication

Qualifications

- Must be a current graduate student or recent post-graduate student
- Background in Public Policy or Political Science (*preferred*)
- Upon applying, candidates must submit a resume & writing sample

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.

Work Location

Southern California residency is required for this position. This position is eligible for either Hybrid or Remote options. The Hybrid option requires 2-3 assigned days in the Downtown Los Angeles office. The Remote option allows you to work from home but requires you to reside in Southern California to meet with members of our communities, member agencies, and local governments as needed.

Salary and Benefits

Internship compensation ranges from \$25 to \$35 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 must submit a resume and writing sample. Candidates should apply on [CPA's LinkedIn Page](#). Should you have any issues submitting via LinkedIn, please submit resumes/writing samples to jobs@cleanpoweralliance.org with the subject "Government Affairs Intern Application." If both items are not submitted, you will not be considered.