



Job Opening

Communications Intern- Concord Office
Public Affairs Department
Part Time Averaging 10-29 Hours Per Month, Hours TBD

In accordance with the state and county public health order, the start date for this position will be decided once the public health order has been lifted for businesses to reopen

Salary for this position is \$17.00 per hour

Term for this position is up to one year

Open until filled – Interviews will be conducted once a sufficient pool of candidates has been identified

Submit a letter of interest, resume, and public facing writing sample (no more than two pages) to jobs@mcecleanenergy.org by Friday, 5/15.

WHO WE ARE

As California's first Community Choice Aggregation Program, MCE is a groundbreaking, not-for-profit, public agency that has been setting the standard for energy innovation in our communities since 2010. MCE offers cleaner power at stable rates, significantly reducing energy-related greenhouse emissions and enabling millions of dollars of reinvestment in local energy programs. MCE is a load-serving entity supporting a 1,000 MW peak load. MCE provides electricity service to more than 480,000 customer accounts and more than one million residents and businesses in 34 member communities across four Bay Area counties: Napa, Marin, Contra Costa, and Solano. For more information about MCE, visit mceCleanEnergy.org

OUR COMMITMENT TO DIVERSITY

Diverse opinions, ideas, and experiences push us and challenge us, as individuals and as a team, to work better and smarter. We know that the more diverse our workforce is, the better we support our customers and the diverse interests they represent. We provide an inclusive, empowering, and supportive work environment and welcome individuals from all backgrounds and walks of life throughout our organization, from our employees to our customers and community members.

WHAT YOU'LL DO

The Communications Intern role works with MCE's Communications Manager supporting agency media/press outreach and responses as well as other agency communications. The role will primarily be conducted in the office and will be focused on drafting, proofreading and editing communications used for press releases, blog posts, or other agency talking points.

ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

- Draft content for various channels of communication including MCE's blog, monthly board communications, talking points, FAQs and other content as assigned
- Effectively communicate and promote MCE services, programs and community benefits to customers through written communications
- Proofreading
- Maintain MCE's FAQ database by regularly updating questions and organizing current FAQs

SUCCESSFUL CANDIDATES MUST DEMONSTRATE THE ABILITY TO:

- Communicate effectively in person, e-mail or phone using correct grammatical and professional business communications
- Establish and maintain effective working relationships with persons encountered during the performance of duties

WHO YOU'LL WORK WITH

MCE is a small but mighty team that is results-oriented and partnership-driven. You'll work with our staff, customers, and MCE contractors. The team is staffed with passionate individuals dedicated to increasing the adoption of clean energy. Our customers, stakeholders, and community partners share our vision and work hand in hand with us to advance our clean energy future.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Experience/Education

- Combined education/experience equal to two (2) years of an undergraduate degree in communications, marketing, public relations, or related field.

Knowledge of:

- Writing for a wide variety of audiences and stakeholders
- Chicago Manual style of writing
- Microsoft Office including Excel, Word and PowerPoint
- Google Suite including alerts, Gmail, calendar, docs, and sheets

WHAT WILL GIVE YOU THE EDGE

- Previous writing and editing experience on the energy industry, electric industry, environmental issues, and/or climate change

WORK ENVIRONMENT AND PHYSICAL CONSIDERATIONS

- This position will be located in MCE's Concord office
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- MCE offices support an environment which is accessible to those with reduced mobility. We are happy to provide more details if asked
- MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request
- The noise, light and temperature level in the MCE office work environment is usually moderate

TO APPLY

- Selection procedures may consist of any or all of the following: application ranking, writing sample, skills test, and interviews. To apply, please send your writing sample, cover letter and resume via email to jobs@mcecleanenergy.org by Friday, May 15, 2020

MCE IS AN EQUAL OPPORTUNITY EMPLOYER