

## 2024 URI Energy Fellows Program

### Communications Fellow– [R.I. Office of Energy Resources](#)

**Agency:** Rhode Island Office of Energy Resources

**Location:** One Capitol Hill, Providence, Rhode Island.

**Remote work policy:** Remote work allowed majority of the time. On-site attendance and in-state travel required for video productions, press conferences and some in-person meetings/events/expos.

**Hourly requirement:** 10 hours/week during the 2024 Spring and Fall academic semester, 20+ hours per week during the summer break

**Start Date:** February 2024      **Duration:** Calendar Year 2024

**General Statement of Duties:** The Rhode Island Office of Energy Resources (OER) is seeking an intern responsible for supporting OER's communication program. The intern's role involves educating and informing the public about clean energy policies and initiatives through various channels, including press releases, newsletters, articles, social media, infographics, and videos. This internship offers students an opportunity to gain firsthand experience working on public policies related to clean energy. The position offers a flexible hybrid work schedule that allows for several remote working days per week. On-site attendance and in-state travel are required for in-person strategy meetings, video productions, press conferences, and other related activities. The internship requires a minimum commitment of 10 hours per week during the spring and fall semesters and 35 hours per week during the summer. The compensation is \$15 per hour.

### **How to Apply**

It is expected that a student applying for this position would also apply for the URI Energy Fellows program for the 2024 calendar year. More details on the Energy Fellows program can be found here - <https://web.uri.edu/coopext/efp/> Energy Fellow applications must be submitted via Handshake before Friday, October 27th. Additionally, through the Energy Fellows application please submit samples of your work, as follows:

1. **Choose one or more work samples from this list:** press release, article, profile or professional blog.
2. **Provide one or more work samples from this list:** An example of visual content you have created. This may include a social media campaign or content such as an advertisement, poster, flyer, video, infographic, or a webpage you have created.

**Supervision:** Day-to-day supervision provided by OER's Chief of Public Affairs.

### **Summary of Duties and Responsibilities**

- Assist OER staff with disseminating public information about state energy programs
- Draft press releases
- Write blog articles, profiles, and case studies
- Create electronic newsletters and announcements using Constant Contact.
- Create slide decks and infographics
- Post content to social media
- Keep OER website up to date, generate usage reports from Google Analytics

- Monitor the web for media coverage
- Coordinate and edit annual reports
- Schedule interviews and manage video production calendar
- Travel to video shooting locations throughout the state
- Assist with the set up and break down of mobile video studio (training provided)
- Assist with aerial drone operation (training provided)
- Manage and conduct video interviews (interviewer will not be on camera).
- Support and attend press conferences and other public events, take photos
- Represent OER at expos
- Other communications tasks as needed

### **Desired Qualifications**

We are seeking a positive, team-oriented professional who brings a “can-do” attitude to the position and a willingness to learn. Training and instruction will be provided. However, the successful candidate must demonstrate:

- excellent communication skills;
- the ability to follow instructions and complete assigned tasks on deadline;
- how to conduct oneself in a professional manner in person, by written communication and over the phone; and
- be a naturally organized person, who can prioritize multiple tasks.

Knowledge of clean energy and/or climate change-related policies and programs a plus.

### **About the R.I. Office of Energy Resources**

The Rhode Island Office of Energy Resources’ (OER) mission is to lead the state toward a clean, affordable, reliable, and equitable energy future. OER develops policies and programs that respond to the state's evolving energy needs, while advancing environmental sustainability, energy security, and a vibrant clean energy economy. OER is committed to working with public- and private-sector stakeholders to ensure that all Rhode Islanders have access to cost-effective, resilient, and sustainable energy solutions. For more information, please visit [www.energy.ri.gov](http://www.energy.ri.gov).