



CLEAN ENERGY NH

Your Voice in All Energy Matters

Digital and Social Media Internship

Position Location: 14 Dixon Avenue, Suite 202, Concord, NH

Time will be spent in a combination of regularly scheduled in-person co-working sessions with our Deputy Director and other employees of Clean Energy NH (CENH) and working remotely, as well as periodic attendance at meetings and other events.

Organization's Website: www.cleanenergynh.org

This internship is ideal for students with an interest in non-profit work, policy, energy and/or the environment and for those studying business, marketing, event management, or communications.

Responsibilities:

- Help to develop CENH's social media presence by planning and executing targeted editorial content, campaigns and exploring the potential of the various platforms (Facebook, Twitter, LinkedIn, Instagram, YouTube, etc.)
- Assist with composing cross-channel marketing content
- Produce and edit content for the CENH website, including developing original content, and re-writing and enhancing existing content
- Assist with the development of the organization's blog (identifying timely and appropriate topics, writing posts, recruiting guest bloggers, etc.)
- Contribute to brainstorming sessions on partnerships, campaigns and/or events for social media engagement
- Assist with developing engaging content and digital assets for the organization's various email newsletters and pre- and post-event communications
- Create or update databases and create periodic reports
- Assist with event planning as needed
- Attend and assist at events and meetings, including, but not limited to CENH hosted events, Young Professionals in Energy (YPiE) events, and/or other business meetings

Experience and Skills:

- Excellent written and verbal communication skills
- Knowledge of producing digital content, including for website, email and social media
- Knowledge and experience of major social media platforms (including Twitter, Facebook, LinkedIn and Instagram)
- Knowledge of various digital applications (preferred not required): Canva, MailChimp, Eventbrite
- Graphic design skills and the ability to produce strong assets to use on social media
- Proven track record of being able to conduct thorough research

Competencies:

- Excellent attention to detail
- Creative with strong interpersonal skills
- Ability to work flexibly and collaboratively in a team with enthusiasm and commitment
- Demonstrated ability to manage multiple projects and priorities



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- Sound and accurate judgment, reliable, and organized
- Ability to be self-motivated and work independently

Requirements:

- NH resident currently enrolled in an Associate or Bachelor degree program at a NH college or university
- Part-time hours: \$16.00 per hour (18 hours per week)

If interested, please send your resume and a brief cover letter outlining your interest and qualifications to apply@cleanenergynh.org