



**State of New Jersey
Board of Public Utilities
44 South Clinton Avenue
Trenton, New Jersey 08625**

Paid Internship Opportunity

****This is an in person position****

Division: Chief of Staff's Office

Number of Positions: One (1)

Salary: \$15.00 per hour

Work Hours: 10–20 hours per week (varies depending on semester)

General Unit Description: The Chief of Staff's Office is responsible for managing the day-to-day operations of the agency. The Chief of Staff provides direct oversight of several Divisions within the Board and provides policy advice to the President and Commissioners. The Office is responsible for liaising with the Governor's Office, overseeing implementation of major policy issues, legislative and government affairs, internal and external communications, and engaging with external stakeholders.

Project Description: The Intern will work directly with the Chief of Staff and Deputy Chief of Staff conducting policy research and analysis and coordinating stakeholder engagement. The intern will gain valuable research, analysis, communication, and project management skills. The Intern will gain insight into the structure of various agency programs, the functions of a regulatory government agency, and statewide policymaking.

What you will do:

- Report to the Chief of Staff and Deputy Chief of Staff.
- Work on projects assigned by the Deputy Chief of Staff, Director of Government Affairs, and Ombudsman.
- Perform confidential legislative and policy research related to NJBPU programs.
- Draft communications materials.
- Attend legislative hearings and meetings.
- Attend Board Meetings and meetings with the NJBPU President and Commissioners.
- Participate in internal staff and external stakeholder meetings.
- Assist with implementation of various Clean Energy initiatives (i.e. Offshore Wind, Solar, Electric Vehicles, etc.).
- Provide project support as assigned and develop project management skills.

- Learn about how regional and federal policy interplays with statewide policy approaches and goals.

What you will learn:

- The operations and administration of a state government agency.
- How policy is implemented at the state level.
- Collaboration between the executive branch and legislative branch of government.
- The basics of utility regulation.
- An introduction into federal and regional clean energy policy issues and approaches.
- Utility and clean energy messaging and communications.
- Professional interpersonal and organizational skills.
- Public speaking.

What we'd like to see:

- Strong research, writing, and editing skills.
- Proficiency in Microsoft Office is required.
- Ability to work in teams and multi-task.

Education/Experience: Recent graduates or current graduate or undergraduate students with at least two (2) years of college experience, from an accredited college or university, in a related area of study: political science, communications, or social sciences. BPU will work with an educational institution's cooperative education office to enable students to obtain college credit upon request.

Prior work experience, related or unrelated to the utility industry will also be considered.

Estimated Project Duration and Work Schedule: The NJBPU requires interns to work a minimum of 10-20 hours per week (varies depending on semester). An extension into the next semester will be taken into consideration.

Note: We invite members of all diverse communities to join our workforce as we endeavor to best serve New Jerseyans from every background. We believe that by welcoming differences, encouraging new ideas and views, listening to and learning from each other, and providing opportunities for professional enrichment we are better able to serve those around us.

To Apply: Please submit the following to humanresources@bpu.nj.gov: resume; brief writing sample; most recent transcript (unofficial copy acceptable); Personal Relationships Disclosure Form ([Click Here](#)) and three references (name and phone number for either professional or educational contacts).

In the subject line, please follow the format of "NAME [first last], Semester Year [i.e. Spring 2023], and Division [i.e. Reliability and Security] Intern Application". Applications are due one month prior to the start of the internship cycle, so if you are applying for a Summer role, your application is due no later than May 1 of the given year.

Note: Interns must be New Jersey Residents or attend a New Jersey college or university.

Visit us at: <https://nj.gov/bpu/>

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.