



**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: Office of Communications

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 Communications Office is responsible for managing the day-to-day communications operations of the agency, including public relations, media relations, marketing, messaging and all social media platforms. The Communications Office also manages the NJ Clean Energy Program Marketing campaign.

Project Description: The Intern will work directly with the Director of Communications and the Deputy Director.

What you will do:

- Develop innovative social media content strategy and video creation for NJBPU social media platforms.
- Help prepare social media posts and awareness campaigns for Agency programs.
- Help develop up-to-date program fact sheets for the general public and legislators.
- Monitor NJBPU position and identify opportunities to increase presence and engagement on social platforms such as Instagram, LinkedIn, Twitter and Facebook.
- Research community outreach contacts.

What you will learn:

- Government culture.
- Teamwork and collaboration on Agency-wide projects.
- Basics of communications such as messaging, branding, marketing, and public relations.
- Communications skills such as writing, copyediting, style guides, and social media.
- How to plan and execute the tactics needed to achieve increased social visibility.

What we'd like to see:

- Knowledge of social platforms such as Facebook, Instagram, Pinterest, LinkedIn, and Twitter.
- Driven individual with a passion for creativity and project management.
- Background in writing and/or graphic design.

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.

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 session 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.