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SECUREENERGY.ORG

ADVANCING TRANSFORMATIVE TRANSPORTATION
TECHNOLOGIES TO ENSURE OUR ENERGY SECURITY

Paid Communications Intern SAFE Commanding Heights Winter/Spring 2022

The Organization

[SAFE](#) is an action oriented, non-ideological organization located in downtown DC that works to enhance the nation's energy security and economic resurgence and resiliency by advancing transformative transportation and mobility technologies.

Since 2004, SAFE has advocated for policies that have enhanced U.S. energy security, playing a critical role in the adoption of critical energy and transportation policies into law and federal regulatory policy.

[SAFE Commanding Heights](#) is the non-partisan initiative dedicated to advancing critical supply chains for America's transportation and energy needs.

The Role

The Winter/Spring 2022 Communications Intern will work with the Commanding Heights team to enhance awareness of priorities to the public and to partners in Congress, business, and allies abroad.

The position will begin in mid-January and conclude at the end of April or early May. The intern is expected to work 20 hours a week, with compensation of \$16/hour. Ability to travel to the downtown DC office at least three days a week to work in person is preferred, but flexibility is available.

The intern will work directly with SAFE's Director of Communications and other senior staff on topics covering:

- Industrial supply chains
- Critical minerals
- Semiconductors
- EVs and batteries
- Policy recommendations and legislative efforts

Responsibilities will include, but not limited to:

- Compiling daily press clips
- Drafting weekly newsletters and other various content
- Monitoring daily news coverage
- Social media monitoring and crafting social media posts
- Using CRM software to track and help manage databases
- Other general program support

Knowledge, Education and Experience

- An undergraduate in good academic standing
- Excellent writing skills, detail oriented, quick learner, professional manner

- Familiar with social media platforms, including Twitter, LinkedIn, and Facebook
- Proficiency in Microsoft Office
- Authorized to work in the United States
- Experience with Campaign Monitor and Salesforce preferred, but not required

To Apply

Please send:

- 1-page cover letter
- Resume
- 500-1,000 word writing sample

To careers@secureenergy.org with subject "Communications Intern."