



Position Description: Policy Intern

Date:	September 2021
Department:	Policy & Public Affairs
FLSA:	Intern, temporary position without benefits. In person and remote work hybrid.
Reports To:	Policy & Public Affairs Director
Pay:	\$18/ hour

[Operation Fuel](#) ensures equitable access to energy for all by providing year-round energy and utility assistance, promoting energy independence, and advocating for affordable energy.

Operation Fuel seeks an organized and detail-oriented policy intern for the fall 2021 and spring 2022 semesters. Knowledge of CT politics and policymaking are helpful, but natural curiosity about the legislative and regulatory processes is more important. We are looking for an independent learner and self-starter with strong attention to detail and a sense of humor.

You will attend meetings, webinars, hearings, informational sessions, and other events related to energy affordability and sustainability in regulatory, administrative, and legislative proceedings. We will work together to advocate for low- and moderate-income families in CT.

SUMMARY OF RESPONSIBILITY:

The policy intern provides support to the Policy & Public Affairs Director.

This is a part-time (10-20 hours/week) non-exempt internship, with a flexible schedule and location, that is directly supervised by the Policy Director. There are no benefits.

Essential Functions:

- Schedule and attend meetings with coalition, agency, community, and other partners to discuss energy affordability, renewable energy, energy efficiency, water conservation, and other issues as they arise.

- Expand your verbal and written communications skills by reading, reviewing, and summarizing policy papers, legislation, regulatory decisions, webinars, and other media on relevant topics.
- Engage in planning sessions, technical meetings, and other proceedings on state legislation, Public Utilities Regulatory Authority (PURA) dockets, and Department of Energy & Environmental Protection (DEEP) inquiries.
- Follow priority PURA dockets by reviewing, tracking, and updating online filings.
- Monitor and analyze news stories related to energy affordability and other issues impacting Operation Fuel clients.
- Complete other projects as assigned by Policy & Public Affairs Director.

QUALIFICATIONS AND COMPETENCIES:

- Curiosity and interest in politics and policy are a must.
- High school diploma or equivalent. Undergraduate or graduate policy student, or equivalent professional experience preferred.
- Basic knowledge of regulatory, administrative, and legislative policy in CT General Assembly and Public Utilities Regulatory Authority is helpful; interest in learning more is essential.
- Knowledge of and the ability to independently use Microsoft 365 platform and apps, including Word, Excel, Teams, Outlook, and others as needed.
- Excellent verbal and written communications skills.
- Ability to engage with diverse populations with professionalism and sensitivity.
- Ability to follow all CDC and Operation Fuel office guidelines for the prevention of COVID-19.

TO APPLY

Please send resume and cover letter to gannon@operationfuel.org. Applications are accepted and reviewed on a rolling basis. We plan to close the position on August 1, 2021. The internship will start in September 2021.