



**State of New Jersey
Board of Public Utilities
Trenton, New Jersey**

Paid Internship Opportunity

Posting # 01-2019

Division: Office of Communications

Number of Positions: One (1)

Salary: \$15.00 per hour

Work Hours: 30 hours per week

General Unit Description: The Communications Division is responsible for all communications related functions of the BPU. The Division works closely with the various internal policy divisions at BPU as well as with the Governor's Communications Office, other state agencies, and various outside entities, including media outlets.

Project Description: The Communications Intern will work with the Director of Communications and Communications Division on communications functions for the BPU. The intern will assist in drafting talking points and press releases, planning and coordinating events, and assisting with constituent services, correspondence, social media, and internet and intranet services, among other communications functions as needed.

Internship Learning Objectives/Marketable Skills: The Communications Intern will gain insight into the communications functions of a regulatory government agency. The Intern will gain media relations and strategic messaging skills, and will learn to utilize communications to further the implementation of public policy initiatives, including clean energy initiatives.

Education/Experience: Recent graduates or current students with at least 1-2 years of college experience in the communications, political science, or public policy fields, from an accredited college or university. Strong writing and editing skills required. 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: Summer session, Monday – Thursday 9:00am – 4:30pm. BPU requires that interns work a minimum of 10 weeks. In addition, the Summer 2019 internship program will run from June 3, 2019 through August 16, 2019. An extension through the end of August and/or into the Fall 2019 semester will be taken into consideration.

To Apply: Please submit the following to humanresources@bpu.nj.gov by April 15, 2019: resume; brief writing sample; most recent transcript (unofficial copy acceptable); and three references (name and phone number for either professional or educational contacts).