Unpaid Internship Opportunity

Posting # 01-2018

Division: Office of Communications

Number of Positions: One (1)

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 sessions, 2-3 days a week with flexible hours. BPU requires that interns work a minimum of 8 weeks with no less than 14 hours per week. In addition, to facilitate group intern interaction and activities, Summer 2018 interns must start no later than the week of June 18th and end no sooner than August 3rd.

To Apply: Please submit the following to humanresources@bpu.nj.gov by May 18th, 2018: resume; brief writing sample; most recent transcript (unofficial copy acceptable); and three references (name and phone number for either professional or educational contacts).