



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

Paid Internship Opportunity

Posting #2022-INT-01

Division: Chief of Staff's Office

Number of Positions: Two (2)

Salary: \$15.00 per hour

Work Hours: 15 hours per week

General Unit Description: The Chief of Staff's Office is responsible for managing the day-to-day operations of the agency. The Chief of Staff provides direct oversight of several Divisions within the Board and provides policy advice to the President and Commissioners. The Office is responsible for liaising with the Governor's Office, overseeing implementation of major policy issues, legislative and government affairs, internal and external communications, and engaging with external stakeholders.

Project Description: The Intern will work directly with the Chief of Staff and Deputy Chief of Staff conducting policy research and analysis and coordinating stakeholder engagement. The intern will gain valuable research, analysis and communication skills. The Intern will gain insight into the structure of various agency programs and the functions of a regulatory government agency.

What you will do:

- Report to the Chief of Staff and Deputy Chief of Staff.
- Work on projects assigned by the Director of Government Affairs, Communications Director and Ombudsman.
- Perform confidential legislative and policy research related to NJBPU programs.
- Draft communications materials.
- Attend legislative hearings and meetings.
- Attend Board Meetings and meetings with the NJBPU President and Commissioners.
- Participate in internal staff and external stakeholder meetings.
- Assist with implementation of various Clean Energy initiatives (i.e. Offshore Wind, Solar, Electric Vehicles, etc.)

What you will learn:

- The operations and administration of a state government agency.
- How policy is implemented at the state level.
- Collaboration between the executive branch and legislative branch of government.
- The basics of utility regulation and clean energy policy.
- Utility and clean energy messaging and communications.
- Professional interpersonal and organizational skills.
- Public speaking.

What we'd like to see:

- Strong research, writing, and editing skills.
- Proficiency in Microsoft Office is required.
- Ability to work in teams and multi-task.

Education/Experience: Recent graduates or current students with at least 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: Spring semester, 15 hours per week. The NJBPU requires interns to work a minimum of 14 weeks. In addition, the Spring 2022 internship program will run from January 24, 2022 through May 13, 2022. An extension into the Fall 2022 semester 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 by January 3, 2022: 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). Please make sure to include the posting number in the subject line.

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.