



POLICY INTERN POSITION DESCRIPTION

OVERVIEW

The Maryland Clean Energy Center (MCEC) is a corporate instrumentality of the state created by the General Assembly with a statute-directed mission to advance clean energy and energy efficiency products, services, and technologies as part of a specific economic development strategy.

MCEC is seeking an intern to support legislative activities and events during the 2020– 2021 academic year, for approximately 10-24 hours per week. This is a paid internship and may meet course credit requirements.

GENERAL DUTIES

This position will report to the Legislative Affairs & Administrative Manager, and provide support for legislative activities and events, including, but not limited to the following:

- Legislative Tracking
- Legislative Research
- Legislative Update Calls
- Scheduling Meetings
- Updating Databases
- Committee Hearings
- Testimony Review
- Event Promotion Tasks
- On-site Event Support

QUALIFICATIONS

All candidates must be enrolled in an educational program at a Maryland university or community college. Reliable transportation is required. MCEC's office is located in College Park, MD, and events may take place in other parts of the state.

The ideal candidate should have the following skills and/or experience:

- Strong written and verbal communication skills
- A high level of attention to detail
- Experience with Microsoft Office, including Outlook, Excel, Word, PowerPoint, and Publisher
- An interest and/or background in clean energy or sustainability is a plus

APPLICATIONS

Interested candidates please forward a cover letter and resume to ppowers@mdcleanenergy.org. Approved candidates will be contacted by email or phone to conduct an in-person interview.