



## Policy & Program Internship Position

Hours: 18-25 hours/week

Duration: 3-4 Months

Start Date: Fall 2024

### About PowerHouse Texas

PowerHouse Texas was established in 2022 by the Texas Energy and Climate Caucus to bridge the political divide and build consensus across the aisle around critical energy policy issues. PowerHouse Texas is a non-profit, non-partisan organization that educates and cultivates policy leaders to promote energy innovation, security, and sustainability. We go beyond partisanship so policymakers, legislative staff, industry experts, innovators and public citizens can share solutions that will secure Texas' position as a leader in energy and advance new technologies.

### Position Summary

As an intern at PowerHouse Texas, you will have the opportunity to work closely with the Policy and Program Manager and the Program Director to support various initiatives aimed at promoting energy innovation, security, and sustainability in Texas. Your responsibilities will include assisting in the coordination of programs such as the Energy Policy Advisory Council (EPAC), Energy Academy, Texas and Energy Tours. You will play a key role in stakeholder engagement, advocacy efforts and helping to facilitate communication between academic advisors and legislators. Your responsibilities will include assisting with program development and supporting in the coordination of logistics for events like the Texas Energy Tours, as well as helping with participant engagement processes. Additionally, you may support marketing, fundraising, and public relations efforts by collecting program success stories, managing social media campaigns, and assisting with press releases. This internship will provide you with valuable experience in energy policy, program coordination, advocacy, and relationship-building within a non-profit, non-partisan organization.

This internship at PowerHouse Texas offers valuable professional development opportunities and the chance to make a meaningful impact on energy policy in Texas. If you are passionate about promoting energy innovation and eager to gain hands-on experience in the field, we encourage you to apply.

### Position Responsibilities

- Texas Energy Tour:
  - Work with Policy & Program Manager to develop a policy agenda for Texas Energy Tours.
  - Help organize and manage logistics for the Texas Energy Tour, including planning travel itineraries, estimating costs, etc.
  - Aid in the invitation and confirmation of legislators for the Texas Energy Tour. Create flyers and distribute those flyers to select offices in the Texas Capitol.
  - Assist with press releases for the Texas Energy Tour.
- Energy Academy:

- Work with the Policy & Program Manager to develop and deliver educational courses through the Energy Academy, covering a wide range of energy policy topics and emerging technologies.
  - Summarize important bills related to but not limited to Virtual Power Plants, the grid, carbon capture and EVs to support Academy curriculum.
  - Collaborate with Policy & Program Manager, academic experts and legislative experts to select the most impactful legislation for each topic to highlight for students.
- Support the ongoing education of legislative staffers during the weekly Energy Academy.
- Attend Energy Academy course sessions.
- Policy Working Groups:
  - As an instrumental part of the Energy Policy Advisory Council (EPAC) support team, manage policy working groups composed of legislative staffers leading in particular energy topics by supporting their activities, answering questions and connecting them with resources. Attend these calls and take notes.
  - Support the management of monthly EPAC check-in calls
  - Conduct office visits and further the relationship-building between academic experts (EPAC members) and legislators and staffers before the start of the 89th session.
- Miscellaneous:
  - Attend interim charge hearings relevant to energy and climate topics at the Capitol
  - Assist Program Director as needed with the Energy Policy Fellowship program.
  - Assist in the management of social media channels and campaigns.
  - Assist with database management, refinement and updates as needed.
  - Assist Program Director with communications and fundraising efforts as needed.
  - Provide input and recommendations to improve programming.

#### Position Qualifications

- Bachelor's or Master's degree (or pursuing) in a relevant field (e.g., environmental studies, political science).
- Experience in policy advocacy, program coordination, or related roles is preferred.
- Excellent research, analytical, and communication skills.
- Highly organized and detail-oriented.
- Ability to work independently and collaboratively in a team-oriented environment.
- Passion for promoting energy innovation, security, and sustainability in Texas.

#### Compensation and Benefits

This is an unpaid internship position that offers valuable professional development opportunities and hands-on experience in energy policy:

- Gain first-hand experience in the legislative process
- Engage with state legislators and staff
- Gain project administration and nonprofit management experience
- Learn about technology innovation directly from academic experts
- Build a clean energy network in Austin

## How to Apply

Please send your resume and cover letter to [Patricia@powerhousetexas.org](mailto:Patricia@powerhousetexas.org) and [anagha@powerhousetexas.org](mailto:anagha@powerhousetexas.org) by July 28.

Please include in the email subject line: Internship Application-Fall 2024.