



## Communications & Research Intern

### About DC Green Bank

DC Green Bank is a new independent agency, established by the [Green Finance Authority Establishment Act of 2018](#). We seek to leverage public capital to accelerate private sector investments that reduce greenhouse gas emissions and advance the District of Columbia's ambitious sustainability and resiliency goals. Using limited public funding and bonding authority, DC Green Bank will attract private sector funding. Through its financing offerings, the organization will enable private capital to fill gaps by reducing real and perceived risk, absorbing transaction costs, and providing private investors the chance to learn about new market opportunities with government partnership security. An institutional goal is to accelerate low-carbon technologies by mitigating upfront costs, leveraging private investment, and increasing public dollars' catalytic impact.

### Summary

DC Green Bank is looking for a driven Communications & Research Intern with a basic understanding of internal and external strategic communications strategies, ready for an immersive, real-world experience. Working with the Director of Operations and External Affairs and Communications Partner, the communications intern can expect to participate in media relations, news congregation, press releases, and other administrative support for DC Green Bank. The administrative support may include current news trends, trends in the green energy space, and other administrative projects for the team. You should be a motivated team player who can maintain efficiency and accuracy when multitasking.

### Responsibilities

- Work with the leadership team to create a strategic communications plan for the organization
- Assist the External Affairs and Communications Partner in developing press releases and other pertinent media about important happenings of DC Green Bank
- Manage the internal news consumption Yammer pages, summarizing pertinent articles keeping team members apprised of essential news, legislation, and other regulations that may impact our business
- Monitor Webinars and conferences for potential DC Green Bank participation and/or speaking engagements (i.e. with industry associations, universities, etc.)
- Make recommendations for and participate in social media management and posts
- Coordinate logistics and scriptwriting for the anticipated docuseries and other media ventures
- Take on additional tasks or projects to learn more about startup and office operations
- Collaborate with other DCGB interns on designated projects
- Champion an environment that supports equity, access, and inclusion.



Ultimately, we are looking for the right person with the right set of skills to fill the position. There is no perfect candidate. Highlight the best parts of your experience that align with the job description.

### **Minimum Qualifications**

- Be a degree-seeking student, preferably junior, senior, or graduate student status.
- Completed at least two undergraduate communications, public relations, or media strategy courses. Coursework, experience, and/or demonstrated interest in the energy and environment sectors. Preference for coursework in finance and/or economics.
- Demonstrated written and verbal communication skills.
- Interns are expected to demonstrate creativity as well as initiative.
- Experience with graphic design, creating attention-grabbing social media content.
- Ability to work independently and willingness to ask questions to clarify assignments.
- Candidates should have access to a computer and regular access to the Internet.
- Commitment to the mission of DC Green Bank.

### **Position Details**

- Status: Part-time Intern, up to 20 hours/week.
- Location: Remote during DC's stay-at-home order; Washington, DC may be required when stay-at-home order is lifted.
- \$15/hour; internship designed to start in early June 2021 and end in August 2021.

### **To Apply**

Interested applicants should submit (1) a detailed cover letter expressing their interest and fit for the position, and (2) a resume outlining experience, abilities, and qualifications satisfying the needs of the organization. Application materials must include communications or business classes completed at the time of application.

Please submit your full application through Handshake, LinkedIn, Indeed, or send to [jobs@dcbank.com](mailto:jobs@dcbank.com).

Application Deadline: May 14, 2021