



Job Description

The Texas Coalition for Affordable Power (TCAP) is a by cities, for cities non-profit electric aggregation group. By negotiating better electricity rates for municipal governments, TCAP saves money for Texas cities. By advocating at the Legislature for affordable energy policies, TCAP saves money for Texas citizens. TCAP enjoys a unique position in the deregulated electricity market. Comprised of more than 160 cities and other political subdivisions, TCAP purchases over 1.3 billion kilowatt-hours of power each year for its members own governmental use. We understand the electricity market and have a direct interest in making it work.

TCAP provides our interns with a friendly and fun working environment, where learning is supported by experienced staff. TCAP interns work as a member of a team with all staff, consultants and board of directors.

The Administrative Intern reports directly to the Administrative Director and participates in raising awareness of the organization through development of a membership database, contacting potential members, assisting in the development of marketing strategies and materials and building a social media presence.

The person in this position will receive experience in municipal operations and gain extensive insight into the electric market in Texas, with the opportunity to make many valuable connections within Texas. Interns will expand their technical skills and experience with computer software and data base management.

Responsibilities:

Work to raise awareness of the TCAP in the state.

- Undertake efforts to expand TCAP membership by identifying local governments that receive electric power from other providers, determining when their supply contracts expire, and then communicating to them the benefits of TCAP membership.
- Work as member of the team, attend TCAP events, participate in staff and Board of Director meetings, Participation in meetings will be outlined and will work within hour and schedule availability. Any costs to travel outside of the DFW area will be reimbursed following TCAP travel policy.
- Assist in enhancing TCAP social media profile
- Assist with potential member meetings and member event planning as needed.
- Engage with other groups, committees etc. that arise in relation to electricity issues
- Analytical and problem solving skills a must for this position. We need someone is comfortable brainstorming.

Reports to: Administrative Director

Time Frame: 10 - 15 hours/week for semester. Candidate must be able to fulfill work requirements during regular working hours M - F, 8:00-5:00.

Work Site: 10606 Shady Trail, Suite 108, Dallas, TX 75220 or 15455 Dallas Parkway, Ste 600, Addison, TX 75001. Telecommuting may be available as well.



Standards of Professionalism:

- Willing to learn about the electricity and municipal sectors
- Energetic and imaginative
- Able to remain calm under pressure
- Abide by TCAP's policies and procedures

Qualifications, skills gained and used:

- Willingness to gain knowledge of the electricity and municipal sectors
- Willingness to understand the legislature and legislative operations
- Willingness to work as part of a team
- Basic marketing and public relations strategies
- Basic webpage management
- Basic database information entry and retrieval
- General workplace and schedule flexibility as situations arise
- Possess a high level of organizational skills and be detail oriented
- Possess solid oral and written communication skills
- Be skilled at a variety of computer skills, e.g., Microsoft Word, Word Perfect Excel, PowerPoint and Adobe Acrobat
- Be able to juggle multiple tasks

Required Experience

No formal experience required. Project focused school work or experience is a plus! Tell us about projects you have worked on while in college!

Candidate must be enrolled in a college or university studying towards a, Bachelors or Masters degree.

How to Apply: Send a Cover Letter and Resume to msomereve@tcaptx.com