



Communications Associate Position Description

The Electric Power Supply Association (EPSA) seeks a talented and hardworking individual looking to develop communications and policy skills in a fast-paced environment. The ideal candidate will be a collaborative self-starter with strong organizational, writing and copyediting abilities, as well as someone with a background in journalism, public relations, and/or marketing and an interest in and understanding of policymaking and advocacy. A background in energy policy is ideal but not required.

The position of Communications Associate will report to EPSA's Communications Director and assist on all efforts involving the organization's internal and external messaging and outreach. The objective of all communication efforts is to promote the consumer benefits of competitive electricity markets and competitive power generators in a rapidly changing energy landscape.

Strong writing, content development, research, and digital media skills are required, as is the ability to work in a team setting and willingness to pitch in on a variety of projects. You will work with the Communications Director and other staff to promote a positive public image for the organization and help create and share information on EPSA's behalf across a broad range of media platforms.

Responsibilities

Support development and execution of communication strategies and campaigns by:

- Daily monitoring and tracking of EPSA media mentions and relevant media coverage and trends, and distributing clips reports.
- Weekly and monthly analytics reports compilation and production.
- Building and maintaining media and other contact lists.
- Assisting Communications Director in the development of internal communications to members (e.g., two weekly newsletters and additional updates as needed) and external communications to media and the public.
- Helping to identify news hooks and content ideas through maintenance of an editorial calendar. Drafting and copyediting content for website, social media, press releases, factsheets and other materials as assigned.
- Preparing high-level memos, talking points and presentations for EPSA staff.
- As directed, engaging with member company communications departments to leverage messaging opportunities.

Requirements:

- Strong writer and editor versed in AP Style who can prepare engaging, error-free materials for public consumption and executive-level audiences.

- Research and analytical skills.
- Excellent organizational skills and ability to meet deadlines.
- Ability to multi-task and accomplish tasks, small or large, with professionalism.
- Ability to prioritize and work independently with minimal supervision.
- Level-headed problem solver with a professional, service-oriented attitude.
- High level of proficiency with digital media platforms, WordPress and Microsoft Office Suite.
- Basic graphic design, video and audio production skills are a plus, as is familiarity with tools such as Canva and Photoshop.

To apply:

Please send your resume, a brief cover letter indicating why you are interested in the position and how you can contribute, and 3 writing samples to Christina Nyquist at cnyquist@epsa.org.

About the Electric Power Supply Association:

EPSA is the only national trade association representing competitive power suppliers.

The Electric Power Supply Association is the voice of America's competitive power suppliers, working to bring customers the benefits of energy competition. Our member companies own and operate about 150,000 megawatts of power generation capacity from a diverse set of resources including natural gas, wind, solar, nuclear, and coal—primarily located in the regions of the country with Independent System Operators and Regional Transmission Organizations because that approach provides better market access and investment signals.

EPSA's efforts occur primarily at the federal level at the White House and before the U.S. Congress, Department of Energy, Federal Energy Regulatory Commission, Commodity Futures Trading Commission, and other Executive Branch agencies. EPSA is often a participant in federal court litigation over wholesale market regulatory issues, including roles in two leading U.S. Supreme Court decisions. In addition, EPSA is actively involved in select state-level proceedings that directly impact wholesale electricity markets and represents the competitive power sector at meetings of the National Association of Regulatory Utility Commissioners.

EPSA members have invested billions of dollars at their risk without ratepayer subsidies to achieve the goals Congress set out in the Energy Policy Act of 1992, which re-imagined energy markets and power generation to improve efficiency and lower consumer costs. EPSA seeks to bring the benefits of competitive power generation to all customers.

www.epsa.org | Twitter: [@EPSAnews](https://twitter.com/EPSAnews) | LinkedIn: Electric Power Supply Association