Paid Internship
Information Research and Data Management Intern

Position Description:
The CUB Policy Center is seeking an intern to assist with researching telecommunication plans and updating information at the back end of the CUB Connects website (www.cubconnects.org); a complex data-driven website designed to educate consumers.

This website is the backbone of the CUB Connects program, a consumer outreach initiative that provides Oregonians with an apples-to-apples comparison of home phone, mobile phone, and internet plans. Maintaining a strong database is a key component of this service, and the Information Research and Data Management Intern will provide important, front-line updates to maintain the quality of information provided.

The intern will support the efforts of CUB's three-person Development & Communications team, and reports directly to the Development & Communications Director. The position is ideal for someone seeking professional experience in consumer and/or telecommunications affairs, complex database maintenance and/or non-profit services. CUB is also able to work with college students who wish to receive school credit for their experience.

The Citizens’ Utility Board of Oregon (CUB) is a 501(c)4 nonprofit organization founded in 1984. CUB’s mission is to represent the interests of Oregon’s residential utility customers before administrative, judicial and legislative bodies, such as the Oregon Public Utility Commission and the Oregon Legislature.

As a 501(c)3 organization, the CUB Policy Center’s (CPC) mission is to provide thoughtful, sophisticated policy resolutions and produce research that shows Oregon to be a national leader on energy efficiency policy, climate change solutions, renewable resource implementation, and consumer awareness. CUB Connects is a program of the CPC.

Both CUB and the CPC work in close coordination and operate under the overall CUB banner, housing 11 FT employees, as well as seasonal law clerks, legal and non-legal interns and externs. Our work is deadline driven and fast paced. This position is located in Portland, Oregon.

The Intern will:

- Research contractual information online, contact customer service representatives to verify plan details and update the CUB Connects database;
- Work with Service Providers to create unique access logins and update their plans on the back-end of the CUB Connects database;
- Review and accept changes made by service providers and make edits to these changes when necessary;
- Work with CUB staff to identify strategies for maintaining the information in the databases;
- Assist CUB staff with additional elements of the CUB Connects project as needed.
Position Qualifications:
- Ability to work both independently and with a team
- Experience with data entry and online research
- Intermediate to advanced proficiency with Excel
- An interest in complex data models
- Acute attention to detail

Commitment:
A total of 200 hours is needed and can be divided between 5 and 13.5 weeks in whatever way best suits the needs of the applicant. For example: 5 weeks @ 40 hours a week or 13.5 weeks @ 15 hours a week, or any number in between. Candidate must be available during weekday hours between 9:00am – 6:00pm.

Salary: This is a paid internship at $12 per hour with no additional benefits.

To apply: Email cover letter and resume to Pamela White, Development and Communications Director, at pamela[at]oregoncub[dot]org.

Closing Date: February 13, 2015
Anticipated Start Date: March 3, 2015