

Marketing Intern Job Description

Date Available: 9/2/2025

Start Date: 9/25/2025



Job Title

Marketing Intern

Supervisor

Marketing Director

About The Energy Co-op

The Energy Co-op uses the power of community to lead today's sustainable energy evolution. As a sustainability-focused 501(c)(12) nonprofit cooperative, we help our members buy, use, and understand renewable energy. We are Pennsylvania's only member-owned supplier of 100% renewable electricity and 100% renewable natural gas, and we offer affordable, transparently-priced heating oil to members in southeastern Pennsylvania, northern Delaware, and southern New Jersey. We are a small, dynamic team based in Philadelphia, and are seeking a part-time Marketing Intern to assist with building The Energy Co-op's public presence and brand, and better understanding our marketing data and demographics.

Position Overview

The Marketing Intern will support the success of The Energy Co-op's branding strategy, assisting the Marketing Director with the management of social media channels, copyediting for campaigns and communications to The Energy Co-op's membership community, and market research and data collection. The Marketing Intern will execute a variety of day-to-day responsibilities in tandem with aiding longer term strategic projects and priorities. The individual will gain firsthand experience with the administration and operations of a member-owned cooperative and have opportunities to pursue projects related to their particular interests and skillsets.

Responsibilities

Research, Data Collection and Analytics (75%):

- Assist Marketing Director with administrative projects related to demographic research and market research for new product development
- Assist Marketing Director with data analysis related to marketing and fundraising campaigns, partnerships, and other communications, including Google Ads and Google Analytics data tracking
- Regularly update internal dashboards tracking digital ad performance, marketing campaign performance, and member demographic information
- Perform external quality checks of The Energy Co-op's website, public reviews, and social media channels
- Conduct research on prospective strategic partners, vendors, and tools

Social Media, Content, and Events (25%):

- Assist Communications Team with social media engagement protocols and strategies
- Conduct routine maintenance of all social channels (Facebook, Twitter, LinkedIn, and Instagram), including creating new posts, engaging with our audience, and interacting with other accounts
- Provide copyediting assistance for social media communications
- Represent The Energy Co-op at in-person events during regular business hours

Required Qualifications

- Completed or actively completing final year of four-year degree program, with focus on marketing, advertising, data science, or related field of study
- Excellent verbal and written communications skills
- Intermediate digital marketing platform user experience
- Ability to synthesize and communicate information effectively
- Highly organized with keen attention to detail
- Strong time management and prioritization skills
- Based in the Greater Philadelphia area, able to commute to our Center City office on Tuesdays

How to Apply

Please submit your application using this form: <https://tinyurl.com/The-Energy-Co-op-Careers>

In your cover letter, tell us how you learned about this position, and why you think you are a good fit. Review of applications will be conducted on a rolling basis and the position will remain available until filled. No telephone calls, in-person applications, or recruiters, please.

Hours, Compensation & Benefits

This is a part-time, non-exempt, paid internship position for 20 hours per week, with tenure extending through December 19, 2025. The selected candidate will be compensated at a rate of \$16.75/hour. The Energy Co-op prides itself on providing a high-quality work-life balance with competitive compensation.

Equal Opportunity Employer

The Energy Co-op is an equal opportunity employer. Policy prohibits discrimination or harassment on the basis of race, color, religion, national origin, ancestry, gender, age, marital status, familial status, sexual orientation, disability, or veteran status. Further, The Energy Co-op supports and promotes equal employment opportunity, human dignity, and all forms of diversity.

Operating Notice

The Energy Co-op staff currently work on a hybrid remote and in-person basis, with in-person work conducted at our offices at 50 S 16th Street, Fl 17, Philadelphia, PA 19102. Each staff member will be required to work from our offices one day per week as determined by management and until further notice. When working remotely, staff will – during normal business hours – 1) be expected to be available for virtual meetings, teleconferences, and calls and (2) be required to identify and maintain a designated workspace from which they can perform your responsibilities. The current hybrid remote and in-person workplace attendance and other relevant workplace terms are subject to change at the discretion of the Executive Director. The Energy Co-op will furnish the selected candidate with a laptop computer, monitor(s), docking station, and related accessories to permit you to perform your responsibilities remotely. The selected candidate is expected to supply their own mobile telephone and reliable internet service while working remotely for this position.