



Fort Collins Utilities
700 Wood St
PO Box 580
Fort Collins, CO 80522
Fcgov.com

Social Superstars Internship (unpaid)

JOB DESCRIPTION

This is an unpaid internship assisting the Social Superstars program coordinator and Social Sustainability Department (SSD) in the development and implementation of a free, voluntary social impact program for businesses in Fort Collins.

LOCATION

- 700 Wood Street (USC-Utilities Service Center) and 321 Maple St (The Cottage)

PRIMARY ACTIVITIES

- Develop program tools, resources and supporting documents
- Research, identify, and follow leads on potential Social Superstar program participants
- Place phone calls and send follow up emails to prospective and existing partners
- Engage participants in required programmatic steps
- Eligible to participate in ClimateWise Business Support Volunteer Program (12 hours total)
- Research and test innovative approaches to social impact measurement
- Survey and online form development
- Assist with related events logistics
- Additional tasks as assigned

EXPECTATIONS

- Strong writing, communication, research skills and professional presence.
- Proficient in Microsoft Office, email and internet search engines.
- Responsible, organized, detail-oriented, motivated and creative with the ability to work independently and multi-task.
- Interest in fostering positive social impact and serving the greater good

TIME COMMITMENT AND AVAILABILITY

- Fall/Spring/Summer Semester (based on CSU calendar). Other options are also available.
- Typical assignments occur M-F 8:00am - 5:00pm. Flexible schedule within those hours
- 10-20 hours per week.

BENEFITS TO INTERN

- Working for a good cause! Valuable learning opportunity with respected, award-winning program.
- Development of business acumen, communications, outreach and program development skills.
- Academic and community service credit available when all criteria are met.
- Limited access to City personal and professional development opportunities.
- Full access to ClimateWise educational opportunities (with supervisor's consent)
- Access to City application system and select internal opportunities.

LICENSES OR CERTIFICATES REQUIRED

- None

To apply for the Social Superstars internship, submit an [application](#), letter of interest and resume to Pete lengo, piengo@fcgov.com. Your letter of interest should address your experience and abilities related to the PRIMARY ACTIVITIES and EXPECTATIONS listed in this description.

Thank you for your interest. To learn more about ClimateWise and Social Sustainability Department, visit fcgov.com.