



**Fort Collins Utilities**  
200 W Mountain Ave  
PO Box 580  
Fort Collins, CO 80522  
Fcgov.com

## Community Engagement Internship (unpaid)

### JOB DESCRIPTION

Intern assists Utilities Community Engagement (CE) division with program implementation and organizational priorities. CE facilitates participation in programs and services through education and partnerships.

### LOCATION

- 200 West Mountain Avenue. Offsite events and meetings not uncommon.

### PRIMARY ACTIVITIES

- Research, identify, and follow leads on potential program participants
- Place phone calls and send follow up emails to prospective and existing partners
- Develop program tools, resources and supporting documents
- Interview selected participants and write short articles.
- Accurately track communications progress
- Participation in ClimateWise Business Support Volunteer Program (12 hours total)
- Online form management and development
- Research and test innovative approaches to social impact measurement
- Assist with related events logistics
- Additional tasks as assigned

### EXPECTATIONS

- Strong writing, communication, research skills and professional presence.
- Ability to effectively schedule meetings, determine priorities and organize a calendar.
- Proficient in Microsoft Office, email and internet search engines.
- Responsible, 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

- Summer 2015
- 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 award-winning and forward thinking Fort Collins Utilities.
- 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

- This is a Position of Trust and a background check will be required.

To apply for the Community Engagement Internship, submit an [application](#), letter of interest and resume to Pete lengo, [piengo@fcgov.com](mailto: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 Fort Collins Utilities, visit [fcgov.com/utilities](http://fcgov.com/utilities).