



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 Iengo, 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.