



**Fort Collins Utilities**  
700 Wood Street  
PO Box 580  
Fort Collins, CO 80522  
fcgov.com

## Fort Collins Utilities Community Engagement Intern (unpaid)

### JOB DESCRIPTION

This is an unpaid internship assisting the Community Engagement (CE) division with their efforts to foster a resilient, engaged community. CE facilitates participation in programs and services through education and partnerships.

### LOCATION

- 700 Wood Street (USC-Utilities Service Center)

### PRIMARY ACTIVITIES

- Assist with overall programming and day to day needs
- Assist with administration of WaterSHED (Stormwater Habitat Education Program)
- Inventory equipment and ensure it is in good repair
- Work directly with a business partner as a ClimateWise Business Support Volunteer
- Place phone calls and send follow up emails to prospective and existing partners
- Assist with logistics of small and large events
- Additional tasks as assigned

### EXPECTATIONS

- Strong writing, communication, research skills and professional presence
- Proficient in Microsoft Office, use of email and internet search engines
- Responsible, organized, detail-oriented, motivated and creative
- Ability to work independently and balance multiple work assignments and deadlines
- Interest in conservation and education, as well as engaging and serving the Fort Collins community

### TIME COMMITMENT AND AVAILABILITY

- Fall Semester (based on CSU calendar)
- Typical hours occur M-F 8:00am - 5:00pm. Flexible schedule within those hours
- 10 hours per week minimum, 20 hours per week maximum

### BENEFITS TO INTERN

- Working for a good cause!
- Valuable learning opportunity within a unique community engagement utilities division.
- Development of internal and external communication and customer/partner outreach skills.
- Academic and community service credit available when all criteria are met.
- Limited access to City personal and professional development opportunities.
- Access to City application system and select internal job opportunities.

### LICENSES OR CERTIFICATES REQUIRED

- This is a position of trust- background check required

To apply for the Community Engagement Internship submit an [application](#), letter of interest and resume to Pete Lengo, [pienqo@fcgov.com](mailto:pienqo@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).