



**Fort Collins Utilities**  
700 Wood Street  
PO Box 580  
Fort Collins, CO 80522  
[fcgov.com](http://fcgov.com)

## **Fort Collins Utilities Community Organization Researcher (unpaid)**

### **JOB DESCRIPTION**

This is an unpaid internship assisting Utilities' Community Engagement Division with their efforts to build strong relationships with important community organizations in Fort Collins.

### **LOCATION**

- 200 West Mountain Ave, Suite 100, Fort Collins, CO

### **PRIMARY ACTIVITIES**

- Assist with the development of a comprehensive community organizations database.
- Act as a liaison to external organizations in order to gather relevant information and ensure accurate data tracking.
- Communications will be by phone, email or in person, and will commonly be our initial contact.
- Database management. May include transferring data from MS Excel to MS Access.
- Additional Community Engagement Division tasks as assigned.

### **EXPECTATIONS**

- Database management experience preferred.
- Strong communication skills, including the ability to make "cold calls".
- Ability to research assigned concepts and synthesize what you learn.
- Proficient in MS Office (especially Excel), email communication and internet search engine use.
- Professional, responsible, organized, detail-oriented, motivated and creative with the ability to work independently and multi-task.
- Interest in public-private partnership and the important role community organizations play in local government.

### **TIME COMMITMENT AND AVAILABILITY**

- Spring semester (based on CSU calendar). Other options are also available.
- Typical assignments are flexible.
- 5-10 hours per week.

### **BENEFITS TO INTERN**

- Working to strengthen our community.
- Valuable learning opportunity doing research on community interests pertaining to Utilities services.
- Development of research and communication skills.
- Academic and community service credit available when all criteria are met.
- Access to some City personal and professional development opportunities.
- Access to City application system and select internal opportunities.

### **LICENSES OR CERTIFICATES REQUIRED**

- This is a position of trust- background check required

To apply for the Community Organization Researcher, submit an [application](#), letter of interest and resume to Pete Iengo, [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 and the Community Engagement Division, visit [fcgov.com/utilities](http://fcgov.com/utilities).