



Fort Collins Utilities
200 Mountain Ave Ste 100
PO Box 580
Fort Collins, CO 80522
fcgov.com/utilities

Fort Collins Utilities Key Accounts Intern (unpaid)

JOB DESCRIPTION

This is an unpaid internship assisting Utilities' Customer Accounts Team with their efforts to provide customer service to strategic customers, including large and industrial customers within the Fort Collins Utilities service area.

LOCATION

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

PRIMARY ACTIVITIES

- Develop and/or update customer service strategies for large and industrial customers.
- Investigate business motivations within Utilities' customer segmentations.
- Develop strategies to promote Utilities programs and services to businesses and employees.
- Assist with related event 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.
- Ability to understand trends in data.
- Preferably a working knowledge of utility usage (water and energy) within buildings.
- Interest in local businesses and how they can assist with long-term sustainability goals for the community as well as interest in local water and energy resources.

TIME COMMITMENT AND AVAILABILITY

- Fall/Spring/Summer Semester (based on CSU calendar). Other options are also available.
- Typical assignments occur on one scheduled day per week (not Friday).
- 4-8 hours per week

BENEFITS TO INTERN

- Working for a good cause!
- Valuable learning opportunity to learn about local businesses, local natural resources, local utility operations, and how they all interact.
- Developing research, writing and communication 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 opportunities.

LICENSES OR CERTIFICATES REQUIRED

- This is a position of trust- background check required.

To apply for the Key Accounts Intern position, 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 Fort Collins Utilities and Utilities' Customer Accounts Team, visit fcgov.com/utilities.