



Fort Collins Utilities  
222 Laporte Ave  
PO Box 580  
Fort Collins, CO 80522

## Utilities Customer Connections Service Unit Business Outreach Internship (unpaid)

### JOB DESCRIPTION

Assist the Customer Connections business outreach team in supporting business partnerships and promote programs through targeted outreach and engagement.

### LOCATION

- 222 Laporte Ave. as well as offsite meetings

### ACTIVITIES

- Participate in on-site assessments and educational events
- Conduct customer engagement phone calls and follow-up emails
- Document critical communications
- Meet regularly with Customer Accounts work group to discuss priorities
- Assist with research as needed
- Assist with event logistics as needed
- Additional tasks as assigned

### EXPECTATIONS

- Strong writing, communication, research skills and professional presence
- Proficient in Microsoft Office software, email and internet search engines
- Responsible, organized, detail-oriented, motivated and creative
- Ability to work independently, manage priorities and multi-task
- Interest in sustainability and serving the business community desirable

### AVAILABILITY

- Typically Monday through Friday, between the hours of 8:00 am and 5:00 pm
- Summer Semester (based on CSU calendar) desirable but flexible
- 10 hours per week commitment

### BENEFITS

- Attend exclusive events
- Development of business acumen and communications/outreach skills
- Support the community through an organization recognized for performance excellence
- School or community service credit may be available with proper supervision and documentation

### LICENSES OR CERTIFICATES REQUIRED

This is a position of trust; background check required

### APPLICATION PROCESS

To apply for the Fort Collins Utilities Business Outreach Internship:

1. Login or sign up in the City's volunteer system, Engage: [engage.fcgov.com/D/u/](https://engage.fcgov.com/D/u/) .
2. Complete your profile, including: full address, date of birth, availability and emergency contact information.
3. Fill out [Fort Collins Utilities Volunteer Application](#) completely.

Thank you for your interest. To learn more about the Utilities and business related programs such as ClimateWise or Efficiency Works, visit [fcgov.com/utilities](https://fcgov.com/utilities).