

**Poudre Valley Rural Electric Association, Inc.**  
**Job Description**

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**POSITION:** Communications Intern  
**DEPARTMENT:** Member Relations  
**REPORTS TO:** Communications Director  
**CLASSIFICATION:** Part-time/Full-time (Hourly, non-exempt)

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**POSITION SUMMARY**

Working with the Member Relations Team, this intern position will support a range of projects for Poudre Valley REA, a rural electric cooperative in Fort Collins, CO. The environment is dynamic and supportive, with an emphasis on developing communication skills and real-world experience. Responsibilities could include such varied and engaging tasks as assisting with the publication of a monthly magazine, designing print materials, writing articles for the magazine, providing event support, photography/video assignments, and more.

**ESSENTIAL JOB FUNCTIONS**

1. Research, draft and write stories that will appear in the Colorado Country Life magazine – an award-winning publication - and other materials as needed.
2. Support the development and dissemination of news releases, letters and other critical communications.
3. Produce and edit photo and videos.
4. Support and plan special events and community involvement activities.
5. Monitor and update social media outlets.
6. Maintain and update media lists as directed.
7. Participate in design graphic layouts.
8. Help manage the content of the cooperative’s web site.
9. Inventory member communication materials and suggest new ideas or processes.
10. Participate in employee meetings.
11. Support public safety campaigns and disseminate information.
12. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**JOB QUALIFICATIONS**

**Education and/or formal training needed:** Junior or Senior in college majoring in mass communications, journalism, marketing, public relations or related field preferred.

**Experience needed:** Computer proficiency in MS Word is required. Familiarity of Adobe software (InDesign, Photoshop, Illustrator) or similar editing/design software is required. Knowledge of audiovisual equipment, including but not limited to, digital photography equipment and video equipment is preferred.



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**Knowledge, skill and abilities needed:** Must have the ability to communicate effectively with team members, consumers, and all community members. Must be able to do this effectively utilizing both verbal and written skills. Excellent PC skills including but not limited to Microsoft Office and other various desktop software. Must have a friendly and pleasant demeanor and the ability to meet and communicate effectively with people of various backgrounds. Team member must be willing to work flexible hours including; early morning, late evenings, and weekends. Excellent oral, written and interpersonal communication skills.

**Drug/Alcohol:** A drug/alcohol test is administered to all job offer recipients, as well as a background check.

**Driving:** Must possess a valid Colorado Driver's License and operate a company non-DOT vehicle.

**Mental Demands:** This employee must be able to work well with the public, Association members, and other Association employees. He/she needs to be able to remember what was done and schedule and prioritize future work, stay alert even when the work is repetitious, and work well with detail. He/she must be able to learn new procedures and equipment, and demonstrate flexibility in all areas. The job may occasionally require ingenuity, problem solving, analytic ability, auditory discrimination, writing ability and imagination. This job can be stressful at times; however, composure must be maintained at all times with members and co-workers.

**Physical Demands:** He/she must be capable of performing the Essential Job Functions of the position with or without reasonable accommodation. He/she employee spends approximately 80% of the day standing/walking and 20% of the day sitting at a desk or in a vehicle (percentages will vary depending on the work to be accomplished). He/she may be required to move equipment that may weigh as much as 50 pounds.

**MATERIALS AND EQUIPMENT USED**

Personal computers, various publishing, printing, photographic, communication, and website software; cameras and general office and communication equipment; hard wired and cellular phones, copy machine, and other general office equipment.

**WORKING CONDITIONS**

The Communications Intern spends about 80% of his/her time indoors or in a vehicle. The remainder of the time is spent outdoors in all kinds of weather. The estimated noise level is 50-90 decibels.

**NOTE:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.