

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

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**POSITION:** Marketing & Communications Intern  
**DEPARTMENT:** Member and Government Relations  
**REPORTS TO:** Strategic Communication Director  
**CLASSIFICATION:** Part-time/Full-time (Hourly, Non-exempt)

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**POSITION SUMMARY**

This internship is a hands-on, real-world learning opportunity designed for students who want to build practical experience while doing work that truly matters. Students won't just observe from the sidelines. As an intern, you'll work alongside experienced professionals on projects that support how Poudre Valley REA connects with our members, employees, and the communities we serve. The work you do will have visibility, purpose, and impact while giving you portfolio-worthy experience and transferable skills you can take anywhere.

**ESSENTIAL JOB FUNCTIONS**

*Assigned with or without reasonable accommodation.*

**Project & Program Support**

- Assist with coordinating projects, timelines, and task tracking.
- Help organize information, updates, and materials across team initiatives.
- Monitor deadlines and assist with status updates.

**Communications & Creative Support**

- Assist with drafting and formatting internal and external communications.
- Support development of content for emails, presentations, flyers, social media, reports, magazine articles, and web blogs.
- Assist with graphic design, photography, videography, or storytelling projects, if applicable.
- Ensure materials align with brand and messaging guidelines, with staff guidance.

**Reporting & Data Support**

- Help gather, organize, and validate data related to member programs, events, and engagement.
- Assist with maintaining spreadsheets, reports, or dashboards.
- Support summarizing outcomes, trends, or insights for tailored communications.

**Event & Member Program Support**

- Assist with planning and logistics for member events and community programs.
- Provide onsite or day-of event support as needed.
- Assist with tracking attendance, engagement, and feedback.

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**STANDARDS OF EXCELLENCE**

*These duties reflect the cooperative's mission and purpose, and they are required of all employees.*

- Work according to the safety rules and company policies as adopted by PVREA and is responsible for own safety and reports all accidents in accordance with Association policies.
- Adhere to the cybersecurity policies, procedures, and practices as adopted by PVREA and is responsible for participating in cybersecurity training and awareness exercises.
- Exhibits integrity and demonstrates ethical behavior in everyday business conduct.
- Support the strategic goals of the organization in accordance with the Association's Strategic Plan.
- Interact with all departments of the Association as well as with members, the general public, other utility personnel, governmental agencies, and equipment vendors in a kind, courteous and professional manner.
- Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.
- Assist in the emergency restoration of facilities during storms or general outages.
- Regular and predictable attendance are essential functions of the position.
- Performs other duties within capabilities as directed by supervisors.

**JOB QUALIFICATIONS**

**Education and/or formal training needed:** High school diploma or equivalent and two years' completion toward Bachelor of Science in Marketing and/or Communications concentration, or related field.

**Experience needed:** Experience with Adobe creative suite, graphic design, photo composition, and video editing desired.

**Knowledge, skills, and abilities needed:**

- Outstanding communication skills and must be able to represent Poudre Valley REA in a professional manner.
- Must possess outstanding organizational skills with exceptional attention to detail.
- Must possess strong written and verbal communication skills.
- Ability to manage multiple tasks, meets deadlines, and follow through on your work.

**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, co-op members, and PVREA employees. This intern needs to be able to schedule tasks and prioritize future work. Must be able to learn new procedures and equipment and demonstrate flexibility in all areas. The internship will require ingenuity, problem solving, analytic ability, auditory discrimination, writing ability, and imagination. Composure must be maintained always with members and co-workers.

**Physical Demands:** Must be able to perform the Essential Job Functions of the position with or without



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reasonable accommodation. This intern spends approximately 70% of the day sitting/standing at a desk and 30% outside (percentages will vary depending on the work to be accomplished). 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 Intern spends about 70% of the 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.

**COMPENSATION**

The starting hourly pay rate for this position is \$20.00 (DOQ)

*Actual compensation offer to candidate may vary outside of the posted hiring rate based upon work experience, education, and/or skill level.*

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



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