



Communications Intern

As a **Communications Intern**, you will work with the Communications Specialist, supporting a range of projects for Grand Valley Power (GVP), a rural electric cooperative based in Grand Junction, CO. The environment is dynamic, but supportive, with an emphasis on developing your communication skills and giving you real-world experience. Your 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.

Primary responsibilities include:

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

Requirements:

Essential:

- Junior or Senior in college majoring in mass communications, journalism, marketing, public relations or related field.
- Strong work organization skills are required, with capability to work in a professional environment, with ability to interact with business leaders.
- Must have positive work attitude and be able to focus on supporting and completing assigned projects and meeting deadlines.
- Must have strong written and verbal communication skills.
- Skill in compiling information from various sources to write articles and news releases and to create promotional materials.
- Computer proficiency in MS Word is required. Familiarity of Adobe software (InDesign, Photoshop, Illustrator) or similar editing/design software is preferred.

Helpful:

- Knowledge of audiovisual equipment, including but not limited to, digital photography equipment and video equipment.
- Knowledge of editing film/video.

Supervisory Responsibility: none

Language Skills: Ability to read, comprehend and write instructions and correspondence in English on paper and electronically. Ability to effectively present information in one-on-one conversations with external agencies, employees and members of Grand Valley Power.

Technology Skills: Must be able to operate office equipment such as computer, phone system, copier, scanner, fax machine, and printer. Must possess and maintain proficiency in Microsoft Office including Word, Excel, and PowerPoint. Preferred knowledge of Adobe or like editing/design software.

Working Environment: Inside/outside position with customary office conditions. Occasionally outdoors capturing footage/photos. Normally have consistent, day shift hours of work (Mon-Fri from 8-5 p.m.). Some evenings may be required for events like Glade Park Movies Under the Stars, Mesa County Fair, RMPBS Fun Fest and GVP's Annual Meeting. Interacts with employees, board of directors, members and community via telephone, personal contact and written communication. Interns will not exceed 84 hours per month.

Physical Demands: Sedentary, sitting work requiring occasional exertion of up to 10 pounds of force and occasional light lifting of up to 30 pounds. Job can require repetitive motions with hands and fingers such as keyboarding.

Pay Range: \$12 plus mileage reimbursement.

Date Range: Start date is flexible (April to May timeframe), with intent to end the internship following GVP's August 8th, 2019 Annual Meeting.

Please send your resume and an example of your work to cwharton@gvp.org by April 5th, 2019. Example of work can be articles, publications, videos, photography, design or social media posts.

About Grand Valley Power

Organized in 1936, Grand Valley Power is the first rural not-for-profit electric cooperative in Colorado. Serving over 18,000 customers within the Mesa County area, Grand Valley Power is dedicated to empowering lives with hometown service with safe, affordable, reliable electricity. For more information, visit gvp.org or follow us on [Facebook](#) and [Twitter](#).