

Vermont Electric Cooperative
Communications and Member Engagement Summer Intern

Start date: May 2019 (flexible)

End date: August 2019 (flexible)

Hours per week: 40 hrs. /week (flexible to accommodate less)

Pay Rate: \$13.50/hour

Location: Johnson, VT

Main Focuses of Internship: Communications, Marketing, Public Relations, Journalism, Policy & Planning

Position Summary:

Vermont Electric Cooperative (VEC), the state's largest member-owned utility is seeking a Member Relations and Communication intern for the summer of 2019. We are looking for someone who can help us effectively manage a diverse range of member related programs and communications in our 2019 strategic work plan including energy transformation projects and Cooperative community solar. This person will be a valued part of our Member Services and Communications team.

Specific projects could include:

- Assist with creating and implementing safety educational programs targeted to high school audience
- Write a guest piece for VEC's quarterly newsletter focused on youth engagement
- Assist with launching and maximizing VEC's Instagram presence
- Support expansion of VEC's Member Discount Program by developing business leads
- Assist with creating a "Did you know" social media campaign
- Create and/or update legislator contact database
- Assist with implementing and coordinating community meetings
- Help create and edit project videos
- And more!

Qualifications:

- Excellent writing and communication skills (draft articles for newsletters, social media, and VEC website)
- Social media skills and savvy (help optimize social media activity)
- Proficient in web-based applications (e.g. survey monkey, constant contact, website updates)
- Ability to translate complex technical information for the lay person

Essential Skills:

- Creative
- Practical
- Reliable
- Professional
- Adaptable

Educational/Professional Development Outcomes for Intern:

- Intern will gain real world experience working in the state's largest member owned utility.
- Ability to learn about the latest in energy innovation from a technical and policy perspective
- Intern will have access to professional mentors for career and professional counseling.