



PO Box 100, 10401 Lystul Rd, Rosholt, WI 54473 1-800-377-2932

POSITION TITLE: Communications Intern

POSITION DESCRIPTION: Assist the Member Relations Manager with communication efforts of Central Wisconsin Electric Cooperative.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Research and write feature stories, press releases, and letters as needed.
2. Monitor and update social media outlets.
3. Review and update website content and design.
4. Assist with photo/video opportunities
5. Appearance is neat, clean and presentable for regular public contact, and meets codes and standards established by the organization.
6. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Reports to: Manager of Member Relations

Position Specifications:

Education: Pursuing a Bachelor's degree in Communications, Journalism, and/or Marketing.

Licenses or Certifications: None required

Work Experience: Not required

Job Specific Knowledge:

1. Knowledge of marketing concepts and public relations techniques used in the development of effective internal and external communications
2. Knowledge of audiovisual equipment, including 35mm still, digital equipment, computer related software such as word processing, desktop publishing and other equipment used in the development of presentations, reports and other communication vehicles
3. Skill in compiling information from various sources to write articles, newsletters and news releases and to create promotional materials
4. Skill in communicating with employees, members and the media regarding Cooperative programs, special events, outages and emergency situations
5. Ability to prioritize multiple tasks required to meet deadlines
6. Ability to ensure the accuracy of information presented in internal and external communications

Supervisory Responsibility: none

Language Skills: Ability to read, comprehend and write complex instructions and correspondence in English on paper and electronically. Ability to effectively present information in one-on-one conversations with employees and members of the Cooperative.

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.

Domestic Distance Limitation: no

Working Environment: This is a paid internship. Inside position with customary office conditions. Normally have consistent, day shift hours of work, Monday-Friday, 7:30am to 4:00pm. Some overtime may be required. Interacts extensively with customers and employees via telephone, personal contact and written communication.

Physical Demands: Sedentary, sitting work requiring occasional exertion of up to 10 pounds of force and occasional light lifting of up to 20 pounds. Job requires repetitive motions with hands and fingers such as keyboarding.

Resumes can be mailed to:

Central Wisconsin Electric Cooperative

Attn: Brenda Mazemke

PO Box 100

Rosholt, WI 54473

or emailed to brenda.mazemke@cwecoop.com

For more information contact Brenda Mazemke at 715-677-2244