



720 N. High School Rd., Indianapolis, IN 46214 | 800.340.7362 | [indianaec.org](http://indianaec.org)

## **Electric Consumer Intern**

Electric Consumer is delivered in both print and electronic format to approximately 250,000 Indiana electric cooperative members each month. It is produced/published by Indiana Electric Cooperatives, the statewide membership organization tasked with assisting the Hoosier state's 38 distribution electric cooperatives. Those member-owned co-ops serve nearly 1.3 million Hoosiers. This position provides an exciting opportunity for an outgoing, bright, resourceful and hard-working team player.

### **Key Responsibilities**

- Assist with regular updates to magazine's website.
- Support magazine's social media communications efforts.
- Assist in production of Electric Consumer's monthly electronic publication which is produced for subscribing cooperatives.
- Assist with proofreading, writing, photography and layout for magazine.
- Assist with events, projects and printed materials produced by the magazine staff.
- Help with administrative duties as needed (for example, filing, disseminating billing information, etc.)

### **Skills and Requirements**

- Enrollment in or completion of a communications, journalism or related major bachelor's degree program.
- Outstanding writing and editorial capability with a working knowledge of AP Style.
- In-depth knowledge of social media and Web tools, including WordPress.
- Knowledge of Adobe Creative Suite, specifically InDesign.
- Enthusiastic, a quick learner and detail-oriented.
- Strong organizational skills.
- Strong photography/video skills a plus.

### **About Indiana Electric Cooperatives**

Indiana Electric Cooperatives supports 38 member cooperatives, providing them with tools and resources they need to operate safely and efficiently. Key services include working toward favorable legislation for electric cooperatives, facilitating government relations, providing job training and safety as well as professional development instruction, making sure are members comply with government regulations, creating opportunities for community outreach and always representing the best interests of our members.

If you are interested in this opportunity, please submit your resume, work samples (or link to an online portfolio) and a cover letter to Youth and Philanthropic Programs Specialist Amy Stansfield at [astansfield@indianaec.org](mailto:astansfield@indianaec.org) by April 21. If you have any questions, please call 317-487-2226.