



Your Touchstone Energy® Cooperative



Job Title: Communications & Marketing Intern
Location: Riverton, WY
Job Type: Temporary
Salary: \$18.00 Hourly

Open Date: 04/25/2025
Closing Date: 05/09/2025

High Plains Power, Inc. is excited to offer opportunities to the youth in our community, providing a chance to explore different employment fields and to gain real-life experience. This internship opportunity is for students at least 18 years of age, entering college or currently enrolled in college. Internships are a paid, non-benefited temporary position.

Applicants must complete employment application online at: [Employment Opportunities | High Plains Power](#)
Applications submitted after 5:00pm on 5/09/2025 will not be considered.

SUMMARY

High Plains Power is an electric cooperative owned by the members we serve. First and foremost is providing helpful and courteous assistance to our member/owners.

The Communications & Marketing Intern assists with the public relations program and supports marketing campaigns using creative development. May provide administrative support to the High Plains Power management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with organization of community volunteer activities, communicating prospective activities with employees.
- Attend promotional and community events, to include, safety demonstrations, Youth in STEM, Fremont County Fair, etc. Provide information, promotional supplies, and support to employees participating.
- Utilize digital and video cameras during field visits and community activities. Edit material using Adobe.
- Assist with development of advertisements, events planning, and communication sources to encourage awareness, growth, and participation of members through social media, newsletters, videography, etc.
- Help the Communications Manager write scripts that target varying audiences. with loading and unloading freight, trucks, and trailers. Stores materials and supplies.
- Completes story video sequencing; wide, medium, and close-up shots.
- In conjunction with other employees, represents High Plains Power in various community related activities, including volunteer work for local organizations.

MINIMUM QUALIFICATIONS

Must be at least 18 years of age, entering college or currently enrolled in college. Must be punctual, detail oriented, and motivated. Applicants must demonstrate ambition to develop essential skills, have a desire to be involved in the community and a team atmosphere, and be interested in personal and professional growth.

WORKING CONDITIONS

Work is performed both inside and outside, with some travel required. The employee must frequently move up to 10 pounds. Job requires ability to be in stationary position, with repetitive motions such as keyboarding. Must be able to use office equipment. Must recognize, avoid, and communicate safety hazards to others. This position will normally have regular hours of work with irregular volume of activity. Some overtime may be required.

NOTES:

- FSLA: Non-Exempt
- High Plains Power is an Equal Opportunity Employer and acts in accordance with ADA, reasonably accommodating qualified applicants with disabilities.
- Eligible applicants meeting the minimum qualifications will be notified only if offered an interview.
- Successful applicants must pass a background/reference check and drug test before hire.
- High Plains Power is a drug-free workplace. All employees are subject to drug testing while employed.