



PR/Communications Internship

Rappahannock Electric Cooperative is one of Virginia's largest distribution cooperatives, providing electric service to over 177,000 members across 22 counties in Virginia. REC's Public Relations Department is seeking a PR/Communications intern to support Cooperative advertising and media relations.

About this Role

REC's nationally recognized Comms & PR team offers an internship that will allow you to take the lead of projects, build teamwork skills, learn about a complex but critical industry, and strengthen your communication skills.

As an intern in the Communications and Public Relations Department, your job is to tell the stories and market the benefits of REC initiatives. We're looking for an intern who can cut through the jargon to tell the stories that highlight our employees and the work they do to support the REC community. The intern will also provide logistical support for long-term projects and aid the team in meeting project goals.

The Internship will begin June 15, 2024, and conclude August 15, 2024, with a minimum of 15 hours – 25 hours weekly. \$20/hr.

Job Responsibilities could include:

- Podcasting producer & Editor – Create, edit and produce podcasts connecting listeners to subject-matter experts.
- Internal/External Communications – Use your passion for writing to tell the stories. Apply your technical writing and storytelling skills to highlight the work REC does to support its consumer-members.
- Social Media and Digital Content Creator – Use your technical and communication skills to weave attention-grabbing reels into REC's social media channels.
- Event Coordination – Work closely with REC's PR team as well as external vendors and community groups.

Requirements

- Undergraduate student studying English, journalism, graphic design, communications or public relations is preferred
- Demonstrated communication (written and verbal) and creative skills (educational examples accepted)
- Ability to work well on a team and under the direction of others
- Experience and knowledge of Adobe products, PowerPoint, Excel and MS suite of products. Must possess knowledge of research skills.
- As part of your application, please share a work or school sample that represents achievements you are most proud of.

Preferred:

- A current Junior/rising Senior seeking an undergraduate degree in Communications, Marketing or Public Relations.
- Ability to work successfully in a hybrid workplace that includes remote team members.
- Ability to learn new systems and processes and quickly incorporate them into the daily work.
- Ability to organize and manage time effectively.
- Pays close attention to detail and review work for quality.
- A strong team player with good interpersonal and relationship building skills.
- Strong communication skills both orally and in writing.
- Ability to take pictures for use in an organization's internal/external communications.

If you are interested in this opportunity, please submit your cover letter, resume, and application to rech@myrec.coop through May 5, 2024, at 5:00 PM EST