Intern, Customer & Corp Communications

External Publication of Job Posting 50044734

Ref Code: NC50044734-E

<table>
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<th>Job Title</th>
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<tr>
<th>Status</th>
<th>Pay Range</th>
<th>Posting Date</th>
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<tr>
<td>Full-time</td>
<td>Starting Wage $16.12/hour</td>
<td>12/17/2014</td>
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<tr>
<th>Employment Classification</th>
<th>Division</th>
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<td>Internship/Co-ops</td>
<td>Corporate Communications and</td>
<td>01/05/2015</td>
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Tasks

Under direct supervision, provides customer and corporate communication support in the areas of assignment while learning about the utility industry. Specific duties may include assisting with marketing support, marketing and advertising writing, graphic layout and design, publicizing events, research, and communication projects. When directed, develop, monitor, and maintain projects status and schedules. Develop knowledge and skills needed to complete assigned projects on time, efficiently, and accurately.

- Assists with marketing and communications functions and activities that advance LES’ strategic direction.
- Under direct supervision, coordinates development and implementation of company-wide strategic communications plans.
- Assists with the planning, coordination, and execution of news conferences and other media.
- Assists with creating materials for project-specific public outreach.
- When directed, works with external LES advertising and marketing agency relationships to obtain operational products.
- Assists with the scheduling, placement, and timing of communications and marketing messages, working with internal staff, external agencies, and local and regional media.
- Under direct supervision, writes and designs a variety of advertisements and collateral materials for LES events, initiatives, and projects.
- Under direct supervision, assists with utilizing social media to benefit the organization.
- Formulates appropriate messaging to be communicated to internal and external audiences, when directed.
- Researches news releases, articles, editorials, publications and other written communications products to assist with development.
- When directed, serves as department liaison with internal customers, external entities, professional organizations, etc.
- Assists with videography and photography as directed.
- Assists with publicizing events or programs, identifying content for employee information pieces, and ensuring publicity for employee recognition activities.

SKILLS AND ABILITIES

- Ability to apply fundamentals of marketing and communications.
- Strong computer skills including Microsoft Office. Experience with Adobe Photoshop and InDesign preferred.
- Basic research skills.
- Strong interpersonal skills.
- Basic written and oral communication skills.
- Ability to organize work tasks and handle multiple task projects.
- Ability to work independently in deadline-sensitive environment.
- Excellent attention to detail and excellent proofreading skills.

Requirements

EDUCATION and/or EXPERIENCE
- Working on a degree in graphic design, communications, advertising or related field.

EEO Minorities/Women/Disabled/Veterans

Company

Feb. 1, 1966, Lincoln Electric System was formed, and a single utility began providing electric energy in and around Lincoln, Neb. In November 1970, Lincoln voters approved formation of a semi-autonomous administrative board of local citizens to oversee operations of the nonprofit, customer-owned utility.

Today, LES services approximately 200 square miles within Lancaster County in Nebraska, including the cities of Lincoln, Prairie Home, Waverly, Walton, Cheney and Emerald.

The primary goal of our 476 employees is to provide an adequate and reliable electric supply at the lowest possible cost to our more than 114,000 residential customers and 15,000 commercial and industrial customers.

- Our mission: LES is a progressive leader, partnering with the community to maximize energy value and quality of life in an environmentally-responsible manner.

- Our vision: LES - Striving to be the world's best energy company.