# **Job Title**

Content and Communications Development – Design Intern

**Purpose**

This position is responsible for supporting ENGIE’s Capital Projects team, concentrated on energy conservation and infrastructure development & maintenance projects for The Ohio State University’s Utility System. The ideal candidate has an interest in obtaining practical experience working in content development and design in the energy industry.

**Location/Department**

Columbus, OH

**Internship Term**

The internship work term will be from January 2019 – December 2019, 10 hours per week minimum.

**Status**

Non-Exempt; Hourly

**Responsibilities**

Assist the Capital Projects team as assigned, job responsibilities may include:

* Developing interfaces between ongoing projects and programs for energy conservation measures, energy delivery systems, and sustainability initiatives to interact with the Ohio State University community (students, faculty, contributors).
* Collaborating with program managers, business developers, and operations team to create and execute print and digital materials, including fact sheets, infographics, flyers, presentations, construction signage, and reports.
* Assessing end audience (user) expectations and requirements and then respond with targeted material developed to meet the user expectation; iterating as needed
* Optimizing existing material and developing templates for distribution, publication, or archiving in consistent design format(s).
* Developing and maintaining social media and digital media presence for use by engaged stakeholders external to the company for a variety of audiences
* Translating Ohio State Energy Partner’s message to meet marketing and communications needs as they arise.

**Required Skills**

* Ability to meet highest attendance requirements
* Minimum 1 year completed course work within the Department of Design or similar program
* Ability to handle multiple assignments on a timely basis with a high degree of accuracy
* Proficient with Microsoft Word and Excel
* Proficient with graphic design software
* Strong interpersonal skills
* Strong organizational, prioritization and time management skills.
* Demonstrated ability to take initiative.
* Excellent oral, written, and communication skills.

**Ideal candidate qualities:**

Creative | Independent | Organized | Detail-oriented | Passionate about sustainability & energy | Stakeholder-focused | Ability to bring ideas to life quickly | Comfort with ambiguity | Strong design instincts | Adept at digital and social media interaction | Engaging with diverse audiences

**Minimum Education/Experience**

* Pursuing a major within the Department of Design or similar program
* Prefer GPA of 3.0 or higher
* Prefer Junior or Senior

## Working Environment

The work environment for this position is mostly in an office setting with business casual attire required. Some site visits to active construction projects will require the use of personal protective equipment, which will be provided. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to weather conditions.

The noise level in the work environment is usually moderate.

**“All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, or other legally protected status”**.