



Your Touchstone Energy® Cooperative



Job Title: Administration Intern
Location: Riverton, WY
Job Type: Temporary
Salary: \$18.00 Hourly

Open Date: 04/22/2025
Closing Date: 05/06/2025

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 current high school students at least 16 years of age or graduating seniors. 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 5/06/2025 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 Administration Intern's primary responsibilities are to assist the Customer Service Team in meeting our Member-Owner's needs, providing efficient, accurate and courteous service pertaining to member-owner accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists member-owners by ensuring members are guided to appropriate personnel to support members with inquires, complaints, new accounts, etc.
- Works with members to ensure contact information is accurate including, but not limited to, address changes and other consumer information. Enters payments and data into cash register, balances receipts and cash drawer daily.
- Communicates courteously with member-owners regarding comments and complaints, effectively resolving any problems within the scope of this position and referring specific problems and inquiries to the appropriate Cooperative personnel.
- Participates in community outreach and educational presentations. Creates social media posts that are informative and engaging. Prepares mailers, brochures, and letters to correspond and advertise news, opportunities, and information relevant to member/owners.
- Actively promotes the efficient use of electricity and all products and services to member-owners. Implements and conducts programs and services that promote member service and enhances the image of the cooperative to its members and the general public.

- Participates in members events, educational activities and safety demonstrations.
- Utilizes various software applications to prepare reports, flyers, social media campaigns, and educational materials. Works with outside agencies to effectively promote the cooperative.
- Actively promotes the efficient use of electricity and all products and services to member-owners. Implements and conducts programs and services that promote member service and enhances the image of the cooperative to its members and the general public.
- In conjunction with other employees, represents High Plains Power in various community related activities, including volunteer work for local organizations.

MINIMUM QUALIFICATIONS

Must be a high school student at least 16 years of age or a graduating senior. 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

Sedentary work requiring exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently. Occasionally required to move objects generally weighing 10 pounds or less. Job requires being in a stationary position most of the time. Requires repetitive motions such as dialing and keyboarding. Must be able to use office equipment such as a copier, computer and printer. Must be alerted to, communicate to others, and avoid safety hazards. 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.