

August 21, 2017



## Philadelphia Gas Works

### Intern - Corporate Communications and Public Affairs

Apply at: <https://careers-pgworks.icims.com/jobs/1352/intern---corporate-communications-and-public-affairs/job?mode=job&iis=Indeed&iisn=Indeed.com>

The Philadelphia Gas Works (PGW) is the largest municipally-owned gas utility in the nation, supplying gas service in the City of Philadelphia to over 500,000 customers. From its humble beginnings in 1836, PGW has grown into the large, modern facility that exists today. As one of the nation's leading natural gas providers, PGW prides itself on stability and continual growth. PGW is dedicated to becoming the Greenest Natural Gas Delivery Company in the region.

The PGW Internship Program is **designed for students currently enrolled FULL-TIME at an accredited college or university with a sophomore classification or above ONLY.**

If you are not a full-time student, please refer to our other current employment opportunities.

This Internship is designed for students that are available to work throughout the academic and calendar year.

#### Responsibilities

Support day-to-day operations of the Corporate Communications and Public Affairs office. Assist with projects, updated and maintain lists, publish meeting minutes, draft and distribute company communications, and conduct research. The office of Public Affairs interacts regularly with Philadelphia's neighborhood leaders, elected officials, emergency responders and corresponding city agencies, as well as its customers. This position reports directly to the director of Public Affairs.

#### Qualifications

Pursuing a Bachelor of Arts in communications, public relations or related field or exhibits a high interest in pursuing a career in the communications field. Strong Microsoft Office skills a must - Word, Excel and Powerpoint. Not necessary but helpful to have a familiarity with the Philadelphia Area.

- Be a full-time student currently enrolled in an accredited university or college;
- Have a sophomore classification or above;
- Be in good academic standing;
- Be able to commit to 16-20 hours per week to the program;
- Must be proficient in the use of Microsoft Office - Word, Excel, and Powerpoint;
- Must have strong verbal and written communication skills
- Previous internship experience is preferred

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Office of Student Life

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