



Jemez Mountains Electric Cooperative, Inc.

Your Touchstone Energy® Cooperative 

JOB POSTING- COLLEGE SUMMER INTERN

At Jemez Mountains Electric Cooperative, Inc., we're more than just an electric utility — we're a member-owned cooperative committed to delivering reliable, affordable, and sustainable energy to the communities we serve. As a co-op, we prioritize people over profit, and we're proud to invest in the future of our industry by mentoring the next generation of energy leaders. We are currently seeking motivated and detail-oriented Interns to join our team. This is a hands-on opportunity to gain valuable experience in the electric utility industry and learn how cooperatives operate from the inside out.

Required Education, Degrees, Certificates, and/or Licenses:

Must be enrolled in a college/university degree program while pursuing a degree in Business, Engineering, Information Technology, etc. Incoming college freshmen are welcome to apply. Must have the ability to operate a motor vehicle and possess a valid New Mexico driver's license. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

Intern Functions/Job Duties:

- Assist the Metering Department with the collection of data from cooperative members.
- Data collection will involve calling members to update mailing addresses, email addresses, phone numbers, etc.
- Will encourage members to sign up for auto bill pay
- Supporting engineering or operations staff with project planning and documentation
- Provide exceptional customer service while assisting JMEC employees and members
- Creating reports, updating records, and maintaining databases
- Attending team meetings and learning sessions to understand cooperative principles
- This list of duties and responsibilities is not intended to be all-inclusive and can be expanded to include other duties or responsibilities that management deems necessary.
- Other assigned duties as assigned by department manager.

Qualifications:

- Strong communication and organizational skills
- Ability to work independently and collaboratively in a team setting
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to learn new software and systems.
- Must be able to operate modern office equipment such as a personal computer, copier and fax machines. Must be able to answer multi-line phone system.

Only those candidates that possess the criteria listed above will be considered.

Letters of interest/resumes will be accepted until COBD, Monday, April 20, 2026. Please send your application materials to:

Tina Trujillo Archuleta , Manager of Administration and Human Resources
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