


Position Description



MINNESOTA VALLEY ELECTRIC COOPERATIVE

A Touchstone Energy® Cooperative 

Environmental Health & Safety Internship

MVEC seeks an Environmental Health and Safety Intern to enhance existing safety programs.

The successful candidate will be currently enrolled in an undergraduate program at a university or college working towards a degree in Environmental Health and Safety or related field.

Job responsibilities:

- Review employee safety programs and recommend improvements.
- Work in conjunction with Human Resources Intern to update the safety section of New Team Member Onboarding.
- Support the onsite new team member orientation process.
- Perform compliance audits to mitigate risks and propose corrective actions.
- Perform risk assessments and create job safety analysis documentation.
- Coordinate and participate in worker observations.
- Assist in incident investigation and analysis.
- Collaborate on ways to continue to advance our industry leading safety program.
- Work with fellow cooperative interns on a team project and present findings.

Essential Qualifications and skills:

- Currently pursuing an undergraduate, four-year degree in Occupational Safety and Health, Environmental Health and Safety or other related degree
- Strong communication skills (verbal and written)
- Must be advanced in Microsoft Office (Word, Excel, and PowerPoint)
- Possess a current driver's license
- Comfortable with exposure to outdoor dirt, heat, noise, dust environment

Hours: Monday through Friday 8am – 4:30pm

Start/End Dates: Mid-May through Mid-August

Work Setting: In person. Office located in Jordan, MN

Reports To: Director of Safety

Compensation: Paid Internship

MVEC interns will collaborate on a shared team project. 10% of your time will be dedicated to this task. 90% of your time will be dedicated to specific job functions as outlined above.

To apply, please send resume to jobs@mvec.net by **4:00 p.m. on Friday, March 1, 2024.**

Equal Opportunity Employer

Our Mission: To create exceptional member experiences, while safely providing reliable energy at cost.

Minnesota Valley Electric Cooperative is an equal opportunity provider and employer