The Colorado Education Initiative

Website: http://www.coloradoedinitiative.org/

Organization Address: 1660 Lincoln Street, Ste. 2000, Denver, CO, 80264

Position Title: Cross Function Intern

Desired Start and End Date: Flexible

Organization Description:

About CEI

The Colorado Education Initiative (CEI) is a non-profit that accelerates educational improvement and innovation across Colorado. It is our vision that every student in Colorado is prepared and unafraid to succeed in school, work, and life, and ready to take on the challenges of today, tomorrow, and beyond.

Position Description:

- Writing content for our newsletter or website.
- Helping organize trainings and convenings for Colorado educators.
- Researching funding opportunities for our work.
- Documenting how our teams collect and analyze data.
- Updating our social media pages.
- Entering feedback form data from our annual conference.
- Compiling reports and research to help inform our work with schools and districts.
- Brainstorming ways a team can streamline a current process or system.

Qualifications:

This internship might be for you if...

You are an organization guru and take pride in your attention to detail.
You can simply and clearly explain almost anything (in person and in writing).
You love working with both people and data.

Contact Information

If you have any questions, please contact the PIIE Program Director.
You excel at solving complex problems.
You are flexible, motivated, and volunteer for new challenges without being asked.
You are proficient in Microsoft Excel, Word, and PowerPoint.
You can commute by car, bus, or light rail to our office in downtown Denver.

This internship might REALLY be for you if...

You have previous marketing or communications experience.
You have coding experience.
You are skilled at using social media platforms like Twitter, Facebook, and Instagram.
You have a background in photography.