The Council of Western State Foresters (CWSF)

Website: [http://www.westernforesters.org/](http://www.westernforesters.org/)

Organization Address: 110 16th Street, Suite 603, Denver, CO 80202

Position Title: Communications Intern

Desired Start Date and End Date: To be determined

Organization Description:

The Council of Western State Foresters (CWSF) is a nonpartisan, nonprofit membership organization comprised of state, territorial and commonwealth foresters whose role is to protect, conserve and enhance Western and Pacific island forests.

CWSF’s membership is comprised of 17 Western U.S. state foresters and six U.S.-Affiliated Pacific island foresters.

More information can be found on our website at [http://www.westernforesters.org/](http://www.westernforesters.org/).

Position Description:

Job Duties/Potential Projects:

- Assist Communications Director with various tasks including (but not limited to) social media, newsletter development, graphic design, website management, copyediting, research/content development for one pagers/outreach materials;
- Assist with meeting planning as needed, including organizing meeting materials, building out registration in RegOnline, updating meeting binders and electronic files;
- Monitor social media and populate timely, relevant messages into the editorial calendar to be used on Twitter and LinkedIn;
- Monitor Google Alerts and post relevant news articles in newsroom on Western Forestry Leadership Coalition and Council of Western State

Contact Information

If you have any questions, please contact the PIIE Program Director, Dylan Mark, at 303-492-3707 or dylan.mark@colorado.edu
Foresters’ websites;
- Review content and assist with monthly newsletter in Constant Contact;
- Update website content as needed;
- Collaborate with staff on new communications ideas and;
- Assist as needed with day-to-day office activities.

Other Important Items:
- Must be able to commute to office in Downtown Denver
- Potential for parking to be reimbursed

Qualifications:
A motivated individual who is willing to implement current tactics while thinking of creative ways to take the work to the next level. Someone who is self-directed and takes initiative.

- Pursuing a degree in communications, marketing, business, or related field
- Proficiency in Microsoft Word and Excel
- Familiar with Twitter, LinkedIn, Constant Contact, RegOnline and Drupal (Preferred but not required)
- Strong attention to detail
- Self-motivated and organized
- Ability to communicate in a professional manner
- Excellent verbal and written communication skills

We are a small office with four full time employees and there may be instances in which the intern is alone in our office. It will be necessary for the intern to self-disciplined and maintain good communications with peers and supervisors who are working remotely and/or traveling.