

Environmental Studies Internship Opportunity Form

Organization Name: Colorado Water Trust

Organization Web Address: www.coloradowatertrust.org

Physical Address: 1434 Spruce St., Suite 214, Boulder, CO 80302 (Not our mailing address)

Contact Person: Emma Fredricks

E-mail: efredricks@coloradowatertrust.org **Phone:** (720) 570-2897

Internship available these semesters (please mark one or more semesters):

Spring X Summer X Fall X

Brief description of Your Organization:

The Colorado Water Trust is a statewide nonprofit with a mission to restore flows to Colorado's rivers in need. Together with our diverse partners throughout the state, we are restoring habitat for fish and other wildlife, improving local economic opportunities, and where lost, returning to Colorado's landscape the beauty of a flowing river. Since our inception in 2001, we have grown to a staff of nine with our office based in Denver, Colorado. The Colorado Water Trust has a committed and knowledgeable Board of Directors and Staff with exceptional expertise, talent and motivation as well as a passion for our mission. Internally, we promote a collaborative and supportive work environment, innovative ideas, flexibility, respect and work-life balance. To learn more about our current programs, priorities, and our team, please visit www.coloradowatertrust.org.

Describe the nature/goals of the project(s):

The Communications and Events Intern will work closely with the Donor, Events, and Community Partnerships Fellow to ensure the Colorado Water Trust community is engaged and informed about our work. They will be responsible for creating social media and newsletter content, assisting with donor management, and supporting the planning and implementation of events.

An ideal candidate shares our passion for healthy, flowing rivers and streams in Colorado, is flexible and open to new ideas, has excellent communications and interpersonal skills, and is comfortable with social media and events planning.

Please list required and/or desired skills and qualifications:

- **Communications:**
 - Help maintain Colorado Water Trust's social media presence by generating blogs and posts.
 - Support creation of weekly email newsletters and maintenance of other communications channels

Dale Miller, ENVS Internship Faculty Sponsor
Dale.Miller@colorado.edu
Phone: (303) 492-6629
<https://www.colorado.edu/envs/>

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SEEC Building, 4001 Discovery Drive
Box 397 UCB
Boulder, CO 80309-0397

- Event:
 - Assist with the coordination of events, including our annual fundraiser, RiverBank, and other small events throughout the year.
 - Help Donor, Events, and Community Partnerships Fellow with volunteer coordination.
- Donor:
 - Support Donor, Events, and Community Partnerships Fellow with the Tributary monthly donor program, including assisting with developing program benefits, solicitation, and planning special events and communications.
 - Assist with research on corporate and foundation philanthropy, including finding new partnership leads, and providing background information.
- Any other duties as assigned.

Minimum Qualifications

- Some experience with social media, newsletter writing, blogging or other forms of digital communication or marketing
- Proficient in Microsoft Office Suite, including Excel, Word, PowerPoint
- Passionate belief in the mission of the Colorado Water Trust
- High degree of professionalism, reliability, and attention to detail
- Excellent written and verbal communication skills
- Ability to work both independently and as part of a team
- Valid driver's license and ability to travel throughout Colorado
- Preferred experience with events planning and execution
- Preferred experience photo and video editing
- Preferred experience with photography

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