



POSITION DESCRIPTION

Title: Communications Intern

Reports To: Director of Communications & Community Engagement

Posted Date: 01.12.2021

SUMMARY

The Boettcher Foundation is seeking an intern to support our strategic communications, helping to ensure that we are effectively and consistently engaging with our diverse stakeholders. The intern will play a crucial role in supporting the day-to-day communications work of marketing collateral, scholarship recruitment and outreach materials, and electronic communications (including the website, social media, and newsletters). Intern involvement will also include support for the Boettcher Scholarship Program and Alumni programming.

This internship is a temporary/seasonal position that will be paid at the rate of \$16 per hour for approximately 10 hours per week. Ideal candidates are available to start in early February and work through the 2021 calendar year. Should it be of interest, the Boettcher Foundation will attempt to arrange for interns to earn credit(s) if they are currently an undergraduate or graduate student.

DUTIES & RESPONSIBILITIES

External and Internal Communications

- Assist with creation, production and distribution of publications and marketing materials, including annual reports, recruitment materials, advertisements, newsletters, and other Foundation communications
- Support the management of electronic communications, including website, social media and newsletters
- Draft and edit content across all channels as appropriate; edit content produced by other staff members or outside writers
- Support management of content and design of the Foundation website, ensuring that information is accurate, engaging, and effective
- Assist with tracking communications metrics to ensure effectiveness of communication strategy and tactics

Special Projects and Other

- Assist with execution of special projects as assigned by supervisor and Foundation leadership

QUALIFICATIONS

The Boettcher Foundation is seeking candidates who possess the following:

- Excellent organizational skills with the ability to prioritize tasks and work independently
- Strong communication skills - written, in person and on the phone
- Familiarity with social media and email marketing tools, Microsoft Office, Word Press, Adobe, and PowerPoint
- A willingness to learn and to contribute to the success of the Boettcher Foundation Scholarship program

TO APPLY

Please email the following documents to the Boettcher Foundation Operations Manager, Audra Palakodety, (audra@boettcherfoundation.org) by Jan. 25, 2021 at 5:00 p.m.

If you are interested, please forward:

- Cover letter that explains your interest in the position and the skills and qualifications that make you a compelling candidate
- Current resume

Interviews for selected candidates will be scheduled on an individual basis.

We believe in the promise of Colorado and the potential of Coloradans. Every day we champion excellence across our state by investing in our most talented citizens and high-potential organizations, because supporting their hard work and leadership will enable them to give back for years to come.

We leverage the power of collaboration and connection. The Boettcher Foundation transforms communities by investing in courageous leadership and community building.