



**Colorado  
NONPROFIT  
Association**

## Public Policy Internship January to May 2019

### Internship Description

**Organization:**

Colorado Nonprofit Association

**Organization Type:**

501(c)(3)

**Internship Location:**

Denver Metro

**Internship Category:**

Communications | Programs/Services | Other

**Internship Description:**

This unpaid internship offers a unique opportunity to work on policy issues affecting nonprofit organizations throughout the state. This role supports the Colorado Nonprofit Association's public policy team with communications, research, event assistance, development of informational materials, and administrative support.

Interns selected for the program will primarily assist with policy issues and events related to the Colorado legislative session and other current federal or local policy issues.

Time commitment shall be ultimately determined by the intern and supervisor, but interns typically assist a minimum of 2 full days per week during normal business hours. A small monthly stipend is available in 2019 to help reimburse expenses incurred while volunteering.

**Skill Development and Experience**

A successful intern can expect to develop the following skills and have the following experiences:

- Expanded knowledge of various public policy issues affecting Colorado's nonprofit community
- A fundamental understanding of Colorado's legislative process
- Sharper research and written communication skills
- Opportunities to connect with nonprofit professionals working for member organizations
- Enhanced client relationship skills

**Key Responsibilities**

- Conducting research and monitoring legislative and regulatory issues pertinent to Colorado's nonprofit community
- Assisting with communications regarding the Association's positions on public policy issues
- Assisting with developing information resources and content to support public policy trainings
- Providing additional administrative and event support to Association staff as needed

### **Requirements**

- Current enrollment in an undergraduate or graduate degree program. Relevant coursework preferred
- Strong research skills. Familiarity with various research methods a plus
- Excellent written and verbal communication skills
- Familiarity with how nonprofit organizations operate. Volunteer and nonprofit work experience a plus
- Detail oriented; capable of handling multiple priorities and deadlines
- Ability to use Microsoft Office. Professional social media experience a plus
- Ability to work in an office setting and assist with organizational events where possible

### **How To Apply**

Interested applicants should send a resume, a cover letter, and a writing sample to Mark Turner at [mturner@ColoradoNonprofits.org](mailto:mturner@ColoradoNonprofits.org).