Colorado State Treasurer's Office

Internship Program
September - December 2019

Requirements for participation:

- Commitment to consistent weekly hours based on individual schedules
- Minimum 10hrs/week for 15 weeks, during the hours of 8:00 am to 5:00 pm, Monday through Friday.
- Excellent writing, communication, and proofreading skills
- Strong individual initiative/work ethic
- Interest in public service
- Ability to responsibly handle and participate in confidential work

Responsibilities may include:

- The Treasurer's office works with the media to inform the public of the Treasurer's goals, actions and ideas. Information is provided through the preparation and coordination of news releases, audio and video presentations, and media interviews. Intern duties include research and writing, among other office duties.
- Interns may assist in gathering information and providing analysis on legislation that is considered each session.
- Help craft daily social media posts, that highlight the work of the Treasurer's office across multiple platforms.
- Work with staff to update the Treasurer's website.
- The Treasurer's Office has committed to reducing its use of paper. Assistance with this task may include organizing files, scanning, and data entry.
- Perform other tasks as necessary.

The Treasurer's Office embraces diversity and does not discriminate on the basis of race, color, gender, national or ethnic origin, religious affiliation, sexual orientation, or physical ability. The Treasurer's Office and the State of Colorado are equal opportunity employers.

Compensation: $15/hr

We are now accepting applications on a rolling basis for Fall 2019. Please apply by September 9 at 5pm.

How to Apply:
Submit a complete (1) brief cover letter, (2) resume, and (3) one page writing sample (4) 3 references with contact information via email, as one PDF file, to leah.marvin-riley@state.co.us