**Job Description: Communications Intern**

**POSITION SUMMARY**

The communications intern will join the communications team in amplifying GOCO’s marketing, storytelling, and outreach efforts. The ideal person is ready to roll up their sleeves for a variety of tasks and is eager to learn. This position reports to GOCO’s communications officer and will work out of GOCO’s office in Denver.

**PRIMARY RESPONSIBILITIES**

* Write and distribute GOCO’s monthly e-newsletter.
* Write blog posts and other content as assigned, including press releases and targeted emails.
* Assist with social media content creation and posting.
* Support GOCO’s signage program, which mails signs to new grant recipients, mails signs to previous recipients with outdated signs, and tracks all mailing.
* Help with outreach to partners for [Generation Wild campaign](http://www.generationwild.com) and provide other campaign support as assigned.
* Provide event support for GOCO staff and attend events in the Denver metro area as a representative of GOCO and Generation Wild.
* Attend meetings as part of the communications team for status updates, project planning, and other purposes.
* Compile news clips email for GOCO staff as needed.
* Perform administrative tasks such as shipping materials, making database updates, etc.

**QUALIFICATIONS**

* Current enrollment in a university/college with a focus in communication, journalism, English, PR, or related area.
* Willingness to travel within the Denver metro area and staff GOCO events, some of which may fall during evenings and on weekends. Opportunity to travel to board meetings outside the metro area is offered but not required.
* Previous internship experience not required.

**SKILLS**

* Excellent verbal and written communication skills.
* Ability to manage your time effectively to complete assigned tasks.
* Positive attitude and initiative.
* Experience working with a diverse range of people or can demonstrate how you can understand, communicate with, and effectively interact with people across cultures.
* Energetic, flexible, collaborative, and proactive team player.

**GOCO VALUES**

* **Strategic**: Fit your work within GOCO’s overarching strategy and execute programs and projects against it, consistently evaluating results and communicating insights to help inform the organization’s evolving direction.
* **Respectful**: Treat others in a positive manner with recognition and appreciation for their distinct value, opinions, and contributions.
* **Accountable**: Take responsibility for your individual and team work to advance GOCO’s vision and priorities.
* **Organizational Citizens**: Create and participate in a culture that fosters growth, engagement, support, and success.

**SALARY AND BENEFITS**This is a paid, hourly (up to 40 hours/week) internship position earning $15/hour. The exact schedule is flexible and will be discussed during the interview process. The internship will begin in May (TBD) and go through August, with the potential to be extended beyond then. The position is not eligible for benefits. The manager is willing to collaborate on helping intern earn college credits, as applicable.

**TO APPLY**

Interested candidates should submit a resume and letter of interest to [resumes@goco.org](mailto:resumes@goco.org), including “Communications Intern” in the subject line. No phone calls please. All resumes must be received no later than 4:00 p.m. on Friday, April 10, 2020, to be considered.

**Please note that due to the COVID-19 situation, GOCO staff is working remotely for the foreseeable future. We will only be conducting interviews over the phone or through Zoom until further notice. A start date will be determined once more information is available.**

We strive to diversify our workforce and seek applicants from all backgrounds. GOCO is an equal opportunity/affirmative action employer.