



JOB DESCRIPTION:

EVENTS & MARKETING INTERN

POSITION SUMMARY:

The events & marketing intern will join the communications team in amplifying Great Outdoors Colorado's marketing efforts and connecting with Colorado communities for the summer season. The ideal person is ready to roll up their sleeves and joyfully represent [GOCO](#) and its [Generation Wild](#) campaign. This position reports to GOCO's communications manager and will work remotely, out of GOCO's office in Denver, and on-site at events in the Front Range and beyond.

The intern is an ambassador for GOCO who builds relationships with partners and shares our conservation and recreation mission with the public. Working through an equity lens, our communications team aims to convey information about GOCO and the great outdoors with clear, accessible, and inclusive language.

PRIMARY RESPONSIBILITIES:

- Provide event planning and management support for GOCO staff and attend events in Colorado as a representative of GOCO and Generation Wild.
 - Assist with scheduling and event planning, set-up, implementation, and take down.
 - Order, sort, and organize event collateral as needed.
- Create content as assigned, including blogs, press releases, and targeted emails.
- Assist with social media content creation and posting.
- Help with outreach to partners for [Generation Wild campaign](#) and provide other campaign support as assigned.
- Attend meetings as part of the communications team for status updates, project planning, and other purposes.
- Perform administrative tasks such as shipping materials, making database updates, etc.



QUALIFICATIONS:

- Recent graduate of or current enrollment in a university/college with a focus in communication, journalism, English, public relations, or related area.
- Eagerness to travel in Colorado and staff GOCO and Generation Wild events, many of which fall during evenings and on weekends.
- Valid driver's license and willingness to drive own vehicle (mileage reimbursed at IRS rate) and/or GOCO vehicle.
- Must be able to manage event tables for up to 8 hours at a time.
- Ability to lift materials and equipment – including office supplies, event supplies, communications collateral, and boxes of swag – up to 40 pounds.
- Ability to work in variable weather conditions at remote locations on difficult and hazardous terrain and under physically demanding circumstances.
- Previous internship experience not required.

SKILLS:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Ability to manage multiple projects and deadlines.
- 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'S TEAM COMMITMENTS:

- *We serve Colorado.* Advance [GOCO's strategic priorities](#) and our commitment to equity. Consider our mission and the whole state when putting GOCO's limited resources to the highest and best use. Listen to partners and leverage learnings to influence GOCO's strategy and approach. Participate in site visits, partner events, and activities as opportunities to connect with and learn from community. Be flexible and adaptable to innovate and meet the unique and ever-evolving needs across Colorado.
- *We take pride in our individual and collective work.* Take responsibility for our work to advance GOCO's vision and priorities. Pursue professional development, volunteering, and other growth opportunities. Reflect on and learn from individual, team, and organizational successes and challenges. Represent GOCO in a way that upholds our role as a trusted funding partner in Colorado.
- *We are respectful and accountable.* Participate in a culture that optimizes productivity, well-being, and positive relationships. Support a culture that values work/life balance.



Recognize and appreciate each other's distinct value, background, perspectives, opinions, and contributions. Engage in challenging conversations that foster professional and organizational growth.

SALARY AND BENEFITS:

This is a paid, hourly (approximately 16-24 hours/week) internship position earning \$21/hour. The schedule will be discussed during the interview process but will have to be flexible as event opportunities arise. The internship will begin in May and go through August/September. The position is not eligible for benefits.

TO APPLY:

Interested candidates should submit a resume and letter of interest to resumes@goco.org, including "Events & Marketing Intern" in the subject line. No phone calls please. All resumes must be received no later than **4:00 p.m. on Friday, April 19** to be considered.

Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, and members of the LGBTQIA+ community are encouraged to apply for this role.

Great Outdoors Colorado is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected status or any other characteristic protected by law.