



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 communication and administrative tasks and is eager to learn. This position reports to GOCO's communications officer and will work both remotely and out of GOCO's office in Denver.

The communications intern is an ambassador for GOCO who builds relationships with partners and seeks to develop a passion for communicating the benefits of conservation and outdoor recreation. Working through an equity lens, the communications team aims to convey information about GOCO with clear, accessible, and inclusive language and lift up the authentic, community-centered stories of our partners.

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.
- Track and report on GOCO's email performance.
- Support GOCO's signage program, which mails signs to new grant recipients, mails signs to previous recipients with outdated signs, and tracks all mailing.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](#) and provide other campaign support as assigned.
- In line with COVID-19 guidelines, provide event support for GOCO staff and attend events in the Denver metro area as a representative of GOCO and Generation Wild (when possible).
- 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

- Recent graduate or current enrollment in a university/college with a focus in communication, journalism, English, public relations, or related area.
- Pending COVID-19 safety guidelines, a 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.
- 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 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 16 hours/week) internship position earning \$18/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, 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 9, 2021, to be considered.

We strive to diversify our team to better connect with Colorado communities and the people of our state, and encourage applicants from all perspectives, backgrounds, and abilities to apply. GOCO is an equal opportunity/affirmative action employer.