



Communications Intern

Date Posted: November 6, 2017

ORGANIZATION SUMMARY

Great Outdoors Colorado (GOCO) receives a portion of Colorado Lottery profits to fund outdoor recreation and land conservation projects. It awards competitive grants to local governments and land trusts and makes investments in Colorado Parks and Wildlife (CPW). Created by voters in 1992, it is managed by a 17-member board appointed by the Governor. To date, GOCO has funded more than 5,000 projects in all 64 counties with no tax dollars.

GOCO's work is guided by a [strategic plan](#) with three primary goals:

- PROTECT more land for people and wildlife.
- CONNECT people to the outdoors.
- INSPIRE the next generation of Coloradans to experience and take care of our great outdoors.

For more information, visit GOCO.org.

POSITION SUMMARY

The communications intern will join the communications coordinator and communications director 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 coordinator and will work out of GOCO's office in Denver.

PRIMARY RESPONSIBILITIES:

- Write GOCO's monthly newsletter and distribute through iContact/SalesForce database. (experience with iContact and SalesForce not required.)
- Write blog posts and other content as assigned, including press releases and mass emails.
- Assist with social media content creation and posting for GOCO and Generation Wild channels.
- Support GOCO's signage program, which mails signs to new grant recipients, mails signs to previous recipients with outdated signs, and tracks all mailing in a Google Sheet.
- Provide event support for GOCO staff and attend events in the Denver metro area as a representative of GOCO.
- Help with outreach to partners for [Generation Wild campaign](#) and provide other campaign support as assigned.
- Compile news clips email for GOCO staff.
- Attend meetings as part of the communications team for status updates, strategic planning, and other purposes.
- Perform administrative work such as shipping materials, electronic file organization, etc.



MINIMUM QUALIFICATIONS

- Current enrollment in a university/college with a focus in communication, journalism, English, PR, or related area.
- Excellent verbal and written communication skills.
- Ability to manage your time effectively to complete assigned tasks.
- Positive attitude and initiative to work proactively.
- Up-to-date computer skills.
- Experience working with a diverse range of people or can demonstrate how you can understand, communicate with, and effectively interact with people across cultures.
- Willingness to travel within the Denver metro area and staff GOCO events, some of which may fall on weekends. Opportunity to travel to board meetings outside the metro area is provided but not required.
- Previous internship experience not required.

SALARY & BENEFITS

- This is a paid, part-time (10-20 hours/week) internship position earning \$15/hour. The exact schedule is flexible within normal work hours and will be discussed during the interview process.
- The internship will begin in January and go through May, with the potential to be extended through the summer. Exact start and end dates are flexible.
- The position is not eligible for benefits.
- The manager is willing to collaborate on helping intern earn college credits, as applicable.

TO APPLY

- Submit a resume, cover letter, and writing sample to info@goco.org with "Communications Intern" in the subject line. Make sure to address why you want to work at GOCO and any pertinent personal or professional experience.

TIMELINE

- Apply by Dec. 1, 2017. First round of interviews will be conducted by phone with the communications coordinator by Dec. 12. Two to three final candidates will be invited to the GOCO office for a second interview by Dec. 14. Hiring decisions will be made by Dec. 19, 2017.
- No calls please.
- GOCO is an equal opportunity/affirmative action employer committed to building a diverse and inclusive staff. If you are excited about this role but don't meet 100% of the qualifications, we still encourage you to apply.