



COLORADO

Parks and Wildlife

Department of Natural Resources

Internship Announcement

POSITION: Communications and Media Intern

START & END DATE: July 9, 2018 - January 9, 2019

PAY RATE: \$12.00 per hour

LOCATION: 1313 Sherman St, Denver CO 80203

DEADLINE FOR APPLICATIONS: June 4, 2018

JOB DESCRIPTION: The Public Information and Website team houses many of the front-line communication opportunities for the public, including our website, call centers and statewide Public Information Officers. The team seeks a multi-faceted intern to allow us to be more proactive with some of our more regularly scheduled programs and updates, giving our specialists the ability to be more reactive as pressing needs arise. Additionally, this team member will have the opportunity to assist with monitoring and understanding of media coverage, responding to media calls or answering customers on social channels. The team desires a fresh perspective and a deep understanding of current digital tools that can improve our overall content and customer experience.

This role assists the Public Information and Website team and their customers with:

- Writing and editing copy for the Colorado Parks and Wildlife website
- Managing content calendars and reaching out to other sections for updates and information
- Assisting with scheduling media interviews and fielding initial media requests for information
- Assisting with front desk and call center coverage as needed
- Monitoring trends in media coverage and website usage, primarily using Critical Mention and Google Analytics
- Providing notes and meeting recaps from various meetings, including but not limited to Parks and Wildlife Commission meetings, section monthly meetings, weekly PIO meetings, applicable training sessions, etc.
- Assist in facilitating CORA requests by maintaining request log, saving and managing request and response documents, and communicating with custodians. (This will require completion of a one-day training session)
- Providing a weekly learning journal with a recap of items learned or expanded upon each week, along with a summary presentation at the conclusion of the internship regarding the internship experience



- Communicate well verbally and in writing on a variety of platforms and settings
- Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Currently enrolled as an undergraduate (for at least 12 semester hours or 15 quarter hours) or graduate student (enrolled for at least 6 semester hours or 9 quarter hours) at a U.S. accredited college or university, college, or similar learning institution. If hired during the summer, the student must have been enrolled full-time the previous semester.

Or, a recently graduated college student. "Recently graduated" means the individual should have attended an U.S. accredited school and have graduated from that college or university during the past 3 years.

HOW TO APPLY:

Send resume, cover letter, and a writing sample (article, blog, etc.) to:
Rebecca.ferrell@state.co.us