



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 manager 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- Support GOCO's signage program, which mails signs to new grant recipients, mails signs to previous recipients with outdated signs, and tracks all mailing.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 of 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 and ability to travel in Colorado and staff GOCO events, some of which may fall during evenings and on weekends.
- Valid driver's license.
- Ability to lift materials and equipment – including, but not limited to, office supplies, event supplies, communications collateral, and boxes of swag – up to 25 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 INTERNAL VALUES:

- *Strategy:* 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.
- *Diversity:* Foster, cultivate, and preserve a culture of diversity, equity, and inclusion.
- *Respect:* Treat others in a positive manner with recognition and appreciation for their distinct value, opinions, and contributions.
- *Accountability:* Take responsibility for your individual and team work to advance GOCO's vision and priorities.
- *Organizational Citizenship:* Create and participate in a culture that fosters growth, engagement, support, and success.



SALARY AND BENEFITS:

This is a paid, hourly (approximately 16 – 24 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 and go through August. 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, March 25** 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.