



Communications and Events Intern

Organization

The Colorado Water Trust is a statewide nonprofit with a mission to restore flows to Colorado's rivers in need. Together with our diverse partners throughout the state, we are restoring habitat for fish and other wildlife, improving local economic opportunities, and where lost, returning to Colorado's landscape the beauty of a flowing river. Since our inception in 2001, we have grown to a staff of eight with our office based in Boulder, Colorado. The Colorado Water Trust has a committed and knowledgeable Board of Directors and Staff with exceptional expertise, talent and motivation as well as a passion for our mission. Internally, we promote a collaborative and supportive work environment, innovative ideas, flexibility, respect and work-life balance. To learn more about our current programs, priorities, and our team, please visit www.coloradowatertrust.org.

Position Summary

The Communications and Events Intern will work closely with the Donor, Events, and Community Partnerships Fellow to ensure the Colorado Water Trust community is engaged and informed about our work. They will be responsible for creating social media and newsletter content, assisting with donor management, and supporting the planning and implementation of events.

An ideal candidate shares our passion for healthy, flowing rivers and streams in Colorado, is flexible and open to new ideas, has excellent communications and interpersonal skills, and is comfortable with social media and events planning.

This is a 10 hour per week position.

Essential Duties

- **Communications:**
 - Help maintain Colorado Water Trust's social media presence by generating blogs and posts.
 - Support creation of weekly email newsletters and maintenance of other communications channels
- **Event:**
 - Assist with the coordination of events, including our annual fundraiser, RiverBank, and other small events throughout the year.
 - Help Donor, Events, and Community Partnerships Fellow with volunteer coordination.
- **Donor:**
 - Support Donor, Events, and Community Partnerships Fellow with the Tributary monthly donor program, including assisting with developing program benefits, solicitation, and planning special events and communications.
 - Assist with research on corporate and foundation philanthropy, including finding new partnership leads, and providing background information.
- Any other duties as assigned.

Minimum Qualifications

Some experience with social media, newsletter writing, blogging or other forms of digital communication or marketing

Proficient in Microsoft Office Suite, including Excel, Word, PowerPoint

Passionate belief in the mission of the Colorado Water Trust
High degree of professionalism, reliability, and attention to detail
Excellent written and verbal communication skills
Ability to work both independently and as part of a team
Valid driver's license and ability to travel throughout Colorado
Preferred experience with events planning and execution
Preferred experience photo and video editing
Preferred experience with photography

Compensation

This position is an unpaid internship, with the opportunity for compensation on certain projects. Those who need school credit hours are highly encouraged to apply.

Position Duration

This position will start in June 2022 and will last approximately 4 months. Extensions are encouraged.

Application Procedure

Please submit a resume and cover letter by May 20th, 2022 5pm via e-mail to Emma Fredricks at efredricks@coloradowatertrust.org with "Communications and Events Intern Application" in the e-mail subject line. No calls or drop-ins, please.

Location

Colorado Water Trust works statewide, based at our office located in Boulder, Colorado.

Colorado Water Trust is an equal employment opportunity (EEO) employer.