

Position: Communications Intern

Reports to: Digital Content Manager

Hours: 15-20 Hours/Week (Flexible based on internship requirements/organization needs)

General Description:

The Communications Intern will assist the Digital Content Manager in the curation and creation of content for The Center's online channels, including social media accounts across various brands and platforms, as well as assist in the production of original content for The Center's blogs and digital newsletters. Responsibilities may also include graphic design projects, producing video content for social media channels/website, taking and posting photos from events/producing Facebook Live and Facebook/Instagram Stories content, and more responsibilities depending on interest and experience level of the candidate and the needs of the organization.

This is a part-time, unpaid internship.

Duties include but are not limited to the following:

- Creating cover images for Facebook and website using existing templates, ensuring that all events on Facebook have current cover images and correct event details across our brands
- Curating, collecting and scheduling content for our social media channels across brands and platforms, including Facebook, Instagram, Twitter and more
- Conducting interviews with program managers, attendees and various community members to produce video content for social media, written content for blogs/digital newsletters
- Taking photos and video footage at events to produce content for social media and blog channels
- Assisting in the production of The Center's digital newsletters, including the SAGE, Rainbow Alley and Transgender Program newsletters
- Assisting in the production of print and digital graphic content, including images for social media, websites, printed fliers and more

Qualifications:

- Public Relations, Communications or Journalism student preferred
- Excellent written and verbal communication skills, ability to adapt communication style to audience and platform
- Active personal social media presence; experience with and understanding with a wide range of social media platforms a must
- Proficiency with the Adobe Creative Suite
- Experience shooting/editing photos and videos for both the horizontal and vertical screen
- Knowledge of and sensitivity to issues impacting the LGBTQ community

Working Conditions:

Responsible for the safety and security of the physical plant. Occasional evening and weekend work required. Work in a loud, fast-paced and continually evolving professional environment. May work in outside areas. Occasional lifting up to 35 lbs. with reasonable accommodations. Frequent giving, receiving and analyzing of information. Frequent talking, writing, walking, standing, bending and stooping. Frequent use of computers, standard office equipment and software. May involve some travel in and around the Denver Metro Area. Expected to work extended hours as needed. Must be available to work Denver PrideFest on the third weekend of every June.

Disclaimer:

This is not necessarily an exhaustive list of all responsibilities, duties, requirements or working conditions. While this is intended to be an accurate reflection of the current position, leadership reserves the right to revise the job or to require additional or different tasks be performed as assigned.

The Center on Colfax is an equal opportunity employer that believes in developing and supporting a diverse workforce.

Email cover letter (detailing your professional experience with the LGBTQ community and desire to work at The Center) and resume, to **Joe Jackson**, jjackson@lgbtqcolorado.org. Position open until filled. No phone calls.

The Center on Colfax, 1301 E. Colfax Ave., Denver CO 80218