Position: Communications Internship

Position Type: Part Time, 15-20 Hours/Week

Pay Range: Unpaid

Benefits include: Flexible work scheduled based on internship requirements/organization needs

Reports to: Digital Content Manager

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 and Responsibilities:

- 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:

- Work will be conducted in a socially distant, “work from home” environment
- Technology compatible with Microsoft Teams, Adobe Creative Suite or equivalent (supplied by intern) required

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.

How to Apply: Please send a cover letter detailing your professional experience with LGBTQ community and desire to work at the Center along with your resume to Joe Jackson, jjackson@lgbtqcolorado.org.

Closing Date: Open to filled. No phone calls.

For information on The Center on Colfax, visit our website at www.lgtbqcolorado.org.

The Center is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants, employees, volunteers, or the people we serve on the basis of sexual orientation, gender identity/expression, HIV/AIDS status, race, color, national origin, ancestry, creed, religion, sex, gender, physical or mental disability, age, marital status, military status, veteran status, citizenship or any other protected classification in accordance with state, federal and municipal laws.