



THE DENVER FOUNDATION

Groundwork Colorado

Address:

3050 Champa St
Denver CO 80205

***NOTE:** Groundwork Denver will be moving its offices in April. Candidates selected for interviews will be notified of the new address as soon as possible.

Access/Accommodations Available:

Offices are accessible for persons with disabilities and accommodations will be made for candidates with special needs.

Will intern be expected to use their car for this position?

An intern would not need their own transportation to perform daily duties.

Mission:

To bring about the sustained improvement of the physical environment and promote health and well-being through community-based partnerships and action.

General Description of Work:

Groundwork Denver is a community-based organization that partners with lower-income communities to improve the environment and promote health and well-being. We have programs in energy efficiency and climate change, urban waters, urban farming, transportation, and youth employment, all of which have a volunteer component. We work with over 1,000 volunteers per year, with the summer months being our busiest for volunteering. We would like to provide a Volunteer Outreach and Communications internship position. Reporting to Groundwork Denver's Volunteer Outreach and Communications Coordinator, the intern will help promote, organize, implement and evaluate volunteer events across the range of our programming. The intern will also help draft social media, newsletter, and marketing content to help with program-specific communications throughout the summer.

Specific Responsibilities:

- The intern will promote, organize, implement and evaluate volunteer events including:
- Outreach and marketing: identifying community groups, local businesses, and other constituencies who may want to volunteer; crafting invitations; developing fliers; posting event information on calendars and volunteer portals.
 - Logistics: identifying training locations; ordering food; developing staffing and tools plan; developing weather contingency; communicating with volunteers
 - Implementation: set up; training volunteers; implementing safety protocols; cleanup; photos and other documentation
 - Follow up and evaluation: draft follow-up thank you email; implement and analyze volunteer evaluation survey; input volunteer data into database

The intern will help with organizational general outreach, marketing and communications, using our website, social media platforms, and mass email system.

Student Qualities/Experiences Desired:



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Required qualifications include:

- Strong writing skills
- Organized
- Fluency in written and spoken English
- Self-motivated
- Creative – ability to display information to the public in a captivating manner
- Positive, can-do attitude
- Interest in our mission and work

Additional desired qualifications include:

- Knowledge of Constant Contact or other email marketing software
- Graphic and web design skills
- Spanish language written and/or verbal skills
- Photography and/or video skills

Typical Work Schedule:

The typical work week is Monday through Friday 9 am to 5 pm.

Work Outside of Typical Schedule:

Some volunteer days will be on Saturdays or Sundays. In these cases, the intern will be asked to work the weekend day in exchange for a week day off.