



THE DENVER FOUNDATION

RISE Colorado

Address:

1595 Elmira St.
STE. 201
Aurora CO 80010

Access/Accommodations Available:

Our office is located on the second floor of a building that does not have an elevator. We are more than willing to make any accommodations possible for individuals with disabilities, however, it would be challenging for an individual in a wheelchair to access our offices.

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

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

Mission:

RISE Colorado works to Educate, Engage, and Empower low-income families and families of color to RISE as change agents for educational equity in our public school system.

General Description of Work:

At RISE, we understand the importance of a strong Communications plan to share our work with as many individuals as possible. It is essential that RISE stays current with the newest forms of communication and outreach. Therefore, we have designed an internship program where the intern will support RISE Colorado in updating our social media calendar and materials. Communications support will include our social media presence, website content (photos, video, and text), and marketing tools (flyers, brochures) and we will train the intern to support RISE in these realms. The intern will also support RISE in event planning and management during our Summer Celebration which is held in June/July. Lastly, the intern will support the RISE team to protect our intellectual property through filing materials with the Library of Congress Copyright Office.

Specific Responsibilities:

- Create a social media calendar complete with content (text and image) for the upcoming year. Posts for holidays such as MLK. JR. Day will be created for the year ahead so that they are ready to post.
- Edit videos to be used for promotional purposes throughout the year.
- Update promotional material such as brochures and one-pagers by collecting data and executing updates in Adobe Illustrator or Photoshop.
- Support the creation of the End of Year report by collecting data, executing research into best practices for design and content, and support in the graphic design of the report.
- Aid RISE in the protection of our intellectual property by filing for copyright protection through the Library of Congress.
- Provide logistical support in the planning and implementation of the RISE Summer Celebration event.
- Other duties as assigned



THE DENVER FOUNDATION

Student Qualities/Experiences Desired:

- Embrace the RISE mission and vision
- Working knowledge of software applications including Word, Excel, Adobe Illustrator, video editing software, and a strong understanding of technology in general.
- Bilingual (Spanish/English) candidates preferred.
- Flexible and able to excel in a fast-paced and start-up nonprofit setting.
- Ability to work some nights and weekends.
- Good communication skills with demonstrable ability to write effectively, speak persuasively and listen attentively.

Typical Work Schedule:

The RISE staff generally works from 9:00AM-5:00PM Monday through Friday. The intern's hours would be flexible within that framework.

Work Outside of Typical Schedule:

The RISE staff does often work evenings or weekends to hold workshops with families and community events. It is likely that there will be evenings or Saturdays that the intern is asked to be present. These dates and times will be communicated in advance. The Summer Celebration is held on a Saturday and it is essential that the intern be present during the set-up, duration, and clean-up of the event.