



THE DENVER FOUNDATION

Rocky Mountain Employee Ownership Center

Address:

110 16th Street Suite 1300
Denver Colorado 80202-5215

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:

RMEOC's mission is to change the current economic system to a system of inclusion by providing pathways to and advocating for employee ownership.

RMEOC takes an active leadership role in advancing employee-ownership in the Rocky Mountain region as a means of preserving & building strong local economies, and alleviating wealth & income inequities.

General Description of Work:

Outreach and Communications Intern

RMEOC's summer internship would focus on training and project-based work in communication and outreach. Because employee ownership is not frequently taught in business schools, communication and outreach are essential to advancing the movement.

The tasks in this internship begin with guided practice and gradually release to independent responsibility. During the summer, we are focusing our workshop series on three specific industries (food and beverage, construction, and creative industries), and the intern will be primarily responsible for the outreach and communication for the third workshop.

Specific Responsibilities:

By the end of this summer, the intern will have completed the following tasks:

- Plan and execute an email campaign that inspires engagement for target audiences
- Set up and run a Facebook ad campaign that results in increased event attendance
- Plan and establish a workflow for event follow-up that results in one-on-one meetings
- Craft introductory emails to set up meetings with our members
- Participate in meetings, practicing active listening skills to better serve our clients
- Conduct interviews, site visits, and research that translate into case studies, blogs, photo essays, videos, or other storytelling products
- Collaborate in preparing research about the state of business succession in Colorado
- Curate news and stories about employee ownership for social media, newsletters, and relevant members
- Update RMEOC staff on project progress



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Student Qualities/Experiences Desired:

The ideal candidate will have experience in communications, English, multimedia, film, or education; however, our ideal candidate must be open to learning, curious, and willing to initiate conversation with others.

Typical Work Schedule:

A typical work schedule would be during normal working hours 9 a.m.–5 p.m. The intern would have the option to establish regular hours four or five days a week.

Work Outside of Typical Schedule:

Since RMEOC is educating Colorado small business development centers, we will have intermittent workshop dates in Colorado Springs or smaller cities around the state. The intern may accompany one or more RMEOC staff members to these trainings, with transportation provided by RMEOC. On these travel days, additional hours may be required.

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