



POSITION DESCRIPTION

Title: Communications Intern

Reports To: Senior Director of Communications & Community Engagement

Posted Date: 02.22.2024

SUMMARY

The Boettcher Foundation is seeking a summer intern to support our strategic communications, helping to ensure that we are effectively and consistently engaging with our diverse stakeholders. The intern will play a crucial role in supporting the day-to-day communications work of marketing collateral, outreach materials, and electronic communications that include our website, social media, and newsletters. Intern involvement will also include support for the Boettcher Scholarship Program and Alumni programming.

This internship is a temporary/seasonal position that will be paid at the rate of \$19 per hour for approximately 15 hours per week. Ideal candidates are available to start June 1 and work through mid-August to September. Should it be of interest, the Boettcher Foundation will attempt to arrange for interns to earn credit(s) if they are currently an undergraduate or graduate student.

DUTIES & RESPONSIBILITIES

External and Internal Communications

- Assist with creation, production and distribution of publications and marketing materials, including annual reports, recruitment materials, advertisements, newsletters, and other Foundation communications
- Assist in the drafting of Boettcher publications involving thought leadership
 - This includes: Performing market research, collecting/finding data on network, and updating resources
- Support the management of electronic communications, including website, social media and newsletters
- Draft and edit content across all channels as appropriate; edit content produced by other staff members or outside writers
- Support management of content and design of the Foundation website, ensuring that information is accurate, engaging, and effective
- Assist with tracking communications metrics to ensure effectiveness of communication strategy and tactics
- Gathering, organizing, and updating contact information on Mailchimp for Boettcher's internal and external newsletters

QUALIFICATIONS

The Boettcher Foundation is seeking candidates who possess the following:

- Excellent organizational skills with the ability to prioritize tasks and work independently
- Strong communication skills - written, in person and on the phone
- Familiarity with social media and email marketing tools, Microsoft Office, Word Press, Adobe, and PowerPoint

TO APPLY

Please email the following documents to careers@boettcherfoundation.org by April 15 at 5:00 p.m. *Though the closing date is April 15, our goal is to fill this position as soon as possible so that you, and we, can plan for the summer.*

If you are interested, please forward:

- Cover letter that explains your interest in the position and the skills and qualifications that make you a compelling candidate
- Current resume

Interviews for selected candidates will be scheduled on an individual basis.