POSITION DESCRIPTION

Title: Programs Intern
Reports To: Programs & Events Manager
Posted Date: 11.19.2026

SUMMARY

The Boettcher Foundation is seeking an intern to provide in-person support at the Boettcher Foundation office for our program team. The intern will play a crucial role in supporting foundation events and programming, ongoing evaluation work across the organization, and special projects as needed.

This internship is a temporary/seasonal position that will be paid at the rate of $20 per hour for approximately 8-15 hours per week. Please note that this is not a remote position, and the selected candidate must be able to commute to our office in downtown Denver. Ideal candidates are available to start in early February 2027 and work through mid-December 2027. The exact duration may be flexible as needed to accommodate the intern's academic schedule. Should it be of interest, the Boettcher Foundation will attempt to arrange for interns to earn academic credit(s) in lieu of financial compensation if they are currently an undergraduate or graduate student.

DUTIES & RESPONSIBILITIES

Programming Support

- Support event planning and event management, including the Foundation's 2027 biennial alumni convening, Momentum
- Assist with programming projects for the Boettcher Scholarship Program, Doers & Difference Makers Fellowship Program, and Alumni engagement efforts
- Lead teams of short-term volunteers as needed
- Support projects related to the Boettcher Foundation's other departments as needed, including communications and grants

Ongoing Evaluation Support

- Assist with data collection, organization, and analysis to support program evaluation efforts
- Support evaluation-related projects, research, and coordination with external partners as needed

Special Projects and Other

- Assist with execution of special projects as assigned by supervisor and Foundation leadership, including the State of Leadership initiative, a three-year effort to understand and strengthen the leadership ecosystem across Colorado
- Test updates to the Scholar portal, scholarship application, and other tools as needed
- Provide general administrative support as needed, including assisting with digital and physical data management

QUALIFICATIONS

The Boettcher Foundation is seeking candidates who possess the following:

- Excellent organizational skills, attention to detail, and the ability to prioritize tasks and work independently

- Strong communication skills - written, in person, and on the phone
- Computer proficiency with Microsoft Office applications and database management
- A willingness to learn and to contribute to the success of Boettcher Foundation programs
- Reliable transportation for commuting to the office in downtown Denver

TO APPLY

Please email the following documents to careers@boettcherfoundation.org by December 15, 2026 at 5:00 p.m. MT.

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
- Please include "Programs Intern" at the beginning of your email subject line

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

At Boettcher, we believe in the promise of Colorado and the potential of Coloradans. Every day we build up and connect doers and difference makers from across the state, working to elevate people, programs, and organizations.

Because by investing in Colorado leaders, we provide a foundation for transformational impact and community building.