



**COMMUNITY FOUNDATION
OF NORTHERN COLORADO**

Events and Communications Intern- Community Foundation of Northern Colorado

The Community Foundation of Northern Colorado is a nonprofit public charity established in 1975 by local community leaders. The Foundation serves as a catalyst for community initiatives by managing hundreds of charitable funds, each with their own design and purpose. Our mission is to inspire and unify the communities we serve.

We are looking for an Events and Communications Intern to support Development and Communications team members with events and communications. Internships at the Community Foundation of Northern Colorado allow college students to participate in meaningful work to develop marketable, professional skills. We provide students with hands-on experience in the local community while growing their professional portfolios.

Position Details

- One semester-long in duration (Fall, Spring, or Summer)
- 10-15 hours per week in the office
- Compensation: \$15 an hour

Responsibilities

- Assists the Development team with Raiser's Edge database projects as needed.
- Support event details, including communication with vendors and purchasing supplies.
- Manage event attendance utilizing Foundation software to track RSVPs and check-in.
- Greet and provide high quality hospitality to all Foundation guests in the office or at off-site events.
- Set-up and clean-up for Foundation events.
- Assist with content creation for social media posts, editorials, and/or newsletters.
- Performs duties at the front desk including answering the phone.
- Other duties as assigned.

Qualifications

- Enrolled in an undergraduate degree program. Must be in good standing, junior year or above.
- Ability to communicate positively and professionally.
- Desire to learn and take on new tasks.
- Detail-oriented
- Strong computer skills. Proficient in Microsoft Office, WordPress, Facebook, Instagram, and Vimeo.
- Must have a driver's license and a vehicle to use during work hours.

To Apply

Send resume, a statement of purpose (500-1,000 words) indicating how an internship will contribute to your education and career goals, and an unofficial transcript to Codi Farrar codi@nocofoundation.org with the subject line "Events and Comms Intern Application."