Communications Intern

Colorado Department of Higher Education

POSTING DATE: November 29, 2017
CLOSING DATE: December 15, 2017
COMPENSATION: $12.00/hour

DESCRIPTION OF JOB:
The Colorado Department of Higher Education seeks a dynamic, self-starter to assist in the execution of the department’s communications strategy. The internship is an excellent opportunity to experience various aspects of communications while learning about the state education policy environment. The communications intern reports to the director of communications and works closely with the communications team, which also includes a communications specialist and digital media specialist.

This is a paid internship ($12 per hour) lasting through the end of the spring semester, June 30, 2018. The position can begin immediately. The weekly schedule can be flexible to accommodate course load, but the ideal candidate would be able to commit to 20-26 hours per week.

The communications intern responsibilities may include:

• Create well-written, understandable and actionable communications, including content for fact sheets, articles, social media posts, web content, email communications, newsletters and more;
• Bring knowledge in digital communications and social media to use by supporting the department’s existing social media efforts. Help identify new and imaginative ways to leverage existing communications channels and identify new ones;
• Attend meetings and events with internal and external communications groups;
• Work with specific programs to draft messaging and other communications materials;
• Assist in the planning of events, tours, town halls and visits for department leadership;
• Assist in day-to-day office tasks and support the communications team as needed.

Required Qualifications
Currently pursuing a certificate or degree in communications or related field of study

Minimum Qualifications:
Candidates must demonstrate excellent communications and influencing skills—both written and verbal; solid organizational and time management skills; ability to juggle multiple projects and priorities, both independently and as part of a team; and, be reliable. The candidate should also be comfortable with MS Office Suite and social media platforms.

APPLICATION PROCEDURES:
To be considered for this position, candidates must possess the qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

clangan@college-assist.org

Or:

Colorado Department of Higher Education
Attention: Human Resources
1560 Broadway, Suite 1600
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Application Deadline: Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.