



POSITION

Communications Intern (part-time, non-exempt, temporary)

WHO ARE WE?

When our students and schools thrive, we all benefit. That's why DPS Foundation galvanizes and mobilizes our entire community to invest in crucial resources and programs that have the greatest impact on student well-being and success, while supporting families and educators. When we all join together in this work, our students become the leaders and societal contributors we need, and our city—and all who live in it— thrives. We strive to live by our [Core Values](#) and see them as a commitment to ourselves, to DPS, and to the students and families we have promised to serve. For additional information about our organization, please visit www.dpsfoundation.org.

WHO ARE WE LOOKING FOR?

We are seeking an individual who is excited and eager to learn aspects of communications while gaining skills in relationship building, volunteer management, communications, and business operations at a thriving nonprofit organization. No previous experience required; merely a drive and willingness to jump in and learn! We are looking for an individual with a proven ability to prioritize, organize, and manage multiple tasks simultaneously, and is able to work independently and collaboratively and adapt to changing priorities.

The Communications Intern will help in key areas of communications/marketing and general office support. This position will average 10 hours per week. We request a commitment through June 30, 2025. This is a hybrid in office and work from home position. While flexible hours and days are available, there will be occasions where certain days and times are required. The Communications Intern is expected to work in the office at least three times per month. This position reports to the Events & Communications Specialist.

WHAT WOULD YOU BE DOING?

Primary responsibilities include, but are not limited to, the following:

- Help build upon DPS Foundation's social media strategy and work to implement new channels and collect DPS Foundation information and news seamlessly across all media
- Assist with design projects and website content management including set up of staff and board of directors on website and maintenance of Colorado Gives Day website
- Design and test email broadcasts for send
- Track monthly metrics and analyze successes and failures
- Make social media recommendations for improvement based on findings
- Serve as an ambassador at events including speaking engagements, resource fairs, and sporting events
- Support student, educator, and donor stories and quotes collection to be used throughout the year
- Assist with donor outreach and stewardship events and support volunteer management for Colfax Marathon and as needed
- Assist in content creation for blog post writing and other writing as needed
- Conduct communications, donor, and grant research
- Organize electronic photo library and use digital assets to build online video and photo databases to be embedded into DPS Foundation's website and shared across social channels
- Assist with invoice processing and expense reports
- Perform office support responsibilities on various projects
- Assist with additional specific projects, as needed and as assigned



- Create onboarding materials and train incoming interns

WHAT QUALIFICATIONS AND SKILLS ARE WE LOOKING FOR?

The successful candidate should possess the following:

- An interest in communications, marketing, and/or not for profit work (degree seeking students may qualify for work study/college credit)
- Excellent writing and editing skills
- Internet proficiency; experience with Facebook, blogs, and/or website content management preferred
- Strong interpersonal skills and ability to interact with others in a professional manner as a representative of DPS Foundation
- Professional demeanor with strong ethical standards; maintain discretion with confidential information about donors or potential donors
- Experience with Microsoft Office programs (Outlook, Word, Excel, and PowerPoint) required
- Experience in Adobe Creative Suite (Photoshop, In Design, and Illustrator) preferred
- Ability to work on multiple projects simultaneously both as a team member and individually
- Self-motivated, team player, highly organized, able to prioritize, and must be detail-oriented
- Flexibility to work remotely as well as in an open-office environment, depending on circumstances, and occasional evening and weekend hours during events, as needed

WHY WOULD YOU CHOOSE US?

This position is an opportunity to join an exceptional team to start, grow, or hone your communications/marketing skills, while working at one of the most respected nonprofit organizations in Denver. We have a flexible, supportive work environment and strive to work with our [Core Values](#) at the forefront of what we do. We value each team member and are excited to hear different perspectives and ideas. We offer an hourly salary of \$18.29.

HOW TO APPLY TO JOIN THE TEAM

By July 29, 2024, please send a resume and cover letter telling us about you and why this job would be a good fit for you to jobs@dpsfoundation.org. To ensure your submission is considered, please include Communications Intern in the subject line. No telephone inquiries, please. Position is open for immediate hire and with an anticipated start date of August 26, 2024.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING

In alignment with our [Core Values](#), DPS Foundation is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, and belonging. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent our team members invest in their work represents a significant part of not only our culture, but our reputation and organization's achievement as well. We embrace and encourage differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make individuals unique. DPS Foundation encourages all qualified candidates to apply. All employment is decided on the basis of job related factors such as qualifications, merit, and business need.