



**DOWNTOWN  
COLORADO, INC**

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[www.downtowncoloradoinc.org](http://www.downtowncoloradoinc.org)

## PAID PART-TIME COMMUNICATIONS INTERNSHIP

### Description

Downtown Colorado, Inc. seeks a dynamic and forward thinking Communications & Content Intern to develop and implement our strategy to more deeply engage with members and partners. This position will work with DCI's Content Adviser and Communication Manager. The key responsibilities will include conducting interviews, article creation, and formatting in platforms for distribution. The ideal candidate will have experience with content development and messaging, be comfortable using an array of platforms and digital tools, possess superior writing and editing skills, and have a demonstrated interest in community and social innovation.

### Responsibilities:

#### *Content and Communications Management*

- Engage with high level thinkers and develop content to reflect ideas, innovations, and messaging to inspire our audience.
- Assist in developing, implementing, and refining DCI's digital communications strategies
- Monitor current events, trends, and influencers to anticipate content to engage in broader public dialogue
- Maintain digital media platforms and social networking sites including DCI's website, blog, Twitter, Facebook, and e-newsletters.
- Track and analyze data for evaluation of effectiveness of communications and events activities
- Create reports for organizational measurement with action items across communication platforms

### Candidate Requirements:

- Bachelor's degree and a minimum of two years applicable work experience required (**or variation of education and experience**)
- Outstanding written and oral communication abilities including editing, public speaking, and fast & effective research capabilities
- Strong interpersonal and problem-solving skills including an ability to get up to speed on new topics quickly
- Excellent knowledge of social media tools
- Experience using Adobe Photoshop, InDesign, Constant Contact, Your Membership, or Illustrator a plus
- Demonstrated experience or interest in urban innovation, public sector innovation, and community investment a plus

Initially this is a 10 hour a week 2 month contract position with a renewable contract option. If successful, this could lead to a longer-term arrangement. Please send a resume, cover letter and writing samples to Will Cundiff at [marketing@downtowncoloradoinc.org](mailto:marketing@downtowncoloradoinc.org) by February 20, 2017. Applications will be reviewed in the order in which they are received.

### About Downtown Colorado, Inc. (DCI)

Downtown Colorado, Inc. (DCI) is a nonprofit, membership association committed to building better communities by providing assistance to Colorado downtowns, commercial districts and town centers. Established in 1982 as Colorado Community Revitalization Association and now dba Downtown Colorado, Inc., our is an extraordinary collaboration of private, non-profit, and public sector members to create and maintain vibrant commercial districts through community and economic development processes.