



Job Title: Communications and Marketing Intern
Employer: Center for ReSource Conservation (CRC); Boulder, CO
Job Status: part-time (15-20 hours)
Reports To: Development Director
Application Deadline: Open until filled (applications must be received by 5pm on **Feb 4, 2011**)

Application Process:

To apply, submit a cover letter, résumé by e-mail to: info@conservationcenter.org

CRC Mission:

To empower our community to conserve natural resources.

CRC Vision

A thriving community that understands the finite nature of natural resources and acts to conserve them.

Core Values

- collaboration
- global impact via local action
- individual engagement is the cornerstone of conservation
- stewardship of the organization's resources
- practice what we preach

Job Responsibilities:

The Communications and Marketing Intern is responsible for assisting CRC staffing with a wide range of fundraising, marketing, communications and outreach efforts.

Responsibilities will include:

- Develop press releases, newsletters, articles, promotional materials involving establishing media contacts, and maintaining communication between multiple parties.
- Participation in planning and implementing of CRC's major spring events (Annual Dinner and Auction and Earth Day Run/Walk).
- Identify sponsor and donor prospects and assist in cultivating relationships and procuring auction items.
- Assist in database management and web-based research projects, including making cold calls and spread sheet maintenance.
- With support from Senior Staff, research, write and submit grant proposals with all necessary supporting information.
- Participate in social media strategy and contribute to communications.

Desired Skills and Abilities:

- Excellent written and oral communication skills.
- Expertise with social media.
- Organized individual able to work independently.
- Experience with public relations, advertising and basic media relations skills.

- Strong project management/event management skills.
- Proven ability to conduct research and utilize databases.
- A high comfort level with web-based communication and web-based programs such as Constant Contact, Salesforce, SurveyMonkey.
- Ability to work on several different projects concurrently and meet deadlines on time.
- Proficient with MS Office suite (Word, Excel, and Outlook), web based research tools, and fundraising software.
- Leadership experience and volunteer management skills a plus.

CU post: 25918/Communications and Marketing Intern