



Communications Internship

Job Summary:

The Communications Intern will help write and edit a quarterly newsletter and write website content for the Jeffco Action Center, a not-for-profit organization serving homeless and near homeless residents of Jefferson County. This position will also have an opportunity to write and distribute press releases and coordinate with local newspapers, magazines and agencies to ensure timely and accurate publicity for the Jeffco Action Center. The intern will assist with all public relations aspects of the Jeffco Action Center for fundraising and community awareness events. The Action Center's Director of Development will supervise the Communications Intern.

Hours:

Flexible hours can be arranged to meet the needs of both the intern's college schedule and the needs of the Jeffco Action Center. In general hours will be between the hours of 8:30 – 5:00 with occasional evening and weekend special events.

Requirements:

Must be enrolled in Communication, Public Relations, Non-Profit Management, Marketing or other related college program and have a strong desire to experience a communications career in the non-profit sector.

Must have excellent communication and organizational skills and be accurate with details. Must relate well to donors, media personnel, clients, staff and volunteers.

Apply:

E-mail or send you resume and cover letter to:

Ann M Vorick
Volunteer Coordinator
Jeffco Action Center
8755 W. 14th Ave.
P.O. Box 150609
Lakewood, CO 80215

e-mail: annv@jeffcoac.org

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