**Job Title:** Denver Mayor's Office of Communications Internship - Unpaid

**Salary:** $0.00 / Year

**Job Type:** Intern

**Location:** City & County Bldg, 1437 Bannock St., Denver, Colorado

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Denver Mayor’s Office of Communications seeks an unpaid, part-time Intern to assist this summer with office administration and organization, research projects and writing, and other related duties and/or responsibilities as assigned or requested.

### Job Responsibilities:

The Intern will experience a fast-paced, professional environment in communications, public relations and media relations, and will learn about the Mayor and his initiatives, Denver municipal government and public service.

The Intern will be trained in formal and informal training sessions and when embarking on new tasks. They will report to the Communications team and will receive real-time feedback on performance, as well as a review at the end of the internship.

### Qualifications:

Public Relations/Communications, Journalism or Political Science major preferred.

Required: Excellent customer service, writing, proofreading, grammar and spelling, Microsoft Word and Excel skills. Ability to handle multiple projects. Dependable. Detail-oriented. Successful candidates will be required to pass a background check.

Helpful (but not required): Knowledge of AP Style, previous work in web site content management systems, social media and video editing.

### Additional Information:

Schedule: Part-time with a consistent schedule each week (for example, Mondays, Wednesdays and Thursdays).

Compensation: Unpaid. Upon request, we will work with your college/university to accommodate the requirements of your school's internship program.

To apply: Applications are only being accepted online. Please visit [www.denvergov.org/jobs](http://www.denvergov.org/jobs) to apply for the ongoing internship posting - Internships at City & County of Denver. Please let our Human Resources know if you need assistance with applying.