DOWNTOWN DENVER PARTNERSHIP
POSITION DESCRIPTION

POSITION TITLE: Public Affairs, Marketing & Communications Intern

POSITION START DATE: June 2015
POSITION DURATION: Minimum 3 months, 20 hours/week
LEVEL: Intern
DEPARTMENT: Public Affairs, Marketing & Communications Department
REPORTS TO: Marketing and Communications Manager
COMPENSATION: Unpaid, school credit is supported

POSITION SUMMARY: This position supports the Public Affairs, Marketing & Communications Department in a variety of ways.

REPRESENTATIVE DUTIES:

1. Produce and distribute Daily News Highlights
2. Prepare and distribute monthly content for the Only Downtown Denver e-newsletter
3. Provide information gathering, editing and distribution assistance with other weekly, biweekly and monthly communications
4. Work with Marketing and Communications team to update social media and web pages as needed
5. Research relevant policy and communications issues
6. Prepare media coverage reports
7. Assist with event marketing and communications for the summer events produced by the Downtown Denver Partnership and Downtown Denver Business Improvement District
8. Attend weekly department meetings
9. Other duties as assigned

POSITION REQUIREMENTS:

• An interest in and some experience and/or education in public affairs, communications, journalism, marketing or a related-field
• Strong writing and editing skills
• Experience with web-based technology and social media tools
• Strong computer skills, including proficiency in MS Office
• Self-motivated and detail-oriented
• School credit can be awarded for this internship position

HOW TO APPLY:
Submit resume, cover letter and writing sample to info@downtowndenver.com. No phone calls, please.