



POSNER
CENTER

Position Announcement Communications Intern

Overview

The Posner Center for International Development (www.posnercenter.org) brings together nearly 60 international development organizations in a 25,000 square-foot shared space in Denver's Curtis Park neighborhood, enabling them to exchange ideas, cut costs, and improve the products and services they deliver. Our mission is to build a community of innovators who grow lasting solutions to global poverty, and our vision is to be the leader of collaborative international development.

We are currently seeking a dynamic and hard-working development intern to support our online communications and social media, and help promote events and opportunities.

Core Responsibilities

- Frequently updating website pages including calendar of events, jobs and internship announcements, and Tenant/Member information;
- Schedule social media posts to announce all Posner, Tenant and Partner events, and share other opportunities;
- Assist with communications campaigns for specific programs such as the International Collaboration Fund;
- Promote events through external postings and targeted outreach emails;
- Compile information for the monthly Community Connector newsletter;
- Assist with general administration of the Member program; and
- Other relevant tasks, as needed.

Qualifications

- Communications/marketing experience;
- Enthusiasm about the Posner Center's mission;
- Experience working in international development or with nonprofits;
- Must be proactive, detail-oriented and able to manage time effectively;
- Excellent organizational, writing, verbal, and presentation skills;
- Able to work independently without close supervision; and,
- Proficiency in Microsoft Office suite, common social media platforms and Word Press.

Time Commitment

Internship will start no later than October 1, 2016 and will continue for the duration of the school year, until May 2017. A 10-15 hour/week commitment is expected.

Benefits

Interns are not financially compensated. However, here are some of the benefits you can expect from this position:

- Gain experience and new skills in international development and general event planning and marketing/outreach;
- Build relationships with staff, Tenants, Members, volunteers and other professionals;
- Get free access to most of the trainings held at the Posner Center;
- Build your resume and gain valuable references for future professional opportunities;
- Course credit can be provided depending on the requirements of your program; and,
- Work in an engaging and exciting shared space office environment with access to innovative, ongoing training and collaboration with individuals working in international development.

How to Apply

Applicants should send a resume and cover letter describing their interest in the position and relevant experience no later than September 15, 2016 to Posner Center Outreach Manager, Jess Harig at jess@posnercenter.org. Please include "Your Name - Communications Intern" in the subject line. Note that applications will be reviewed on a rolling basis.