



POSNER CENTER

Position Announcement

Development and Communications Intern

Overview

The Posner Center for International Development (<http://www.posnercenter.org>) is a 5-year old organization with the mission to convene, connect and catalyze the international development community to collaborate for greater impact. We are a community of almost 200 organizations and individuals working in—or supporting—international development, 65+ of whom are based in our 25,000- square-foot collaborative workspace in the historic Curtis Park neighborhood of Denver.

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

- Update website pages including calendar of events, job and internship announcements, and Tenant/Member information;
- Create and schedule social media posts to announce all Posner and Tenant/Member events and share other opportunities;
- Assist with communications campaigns for specific programs such as the Posner Center Symposium and the International Collaboration Fund;
- Promote events through external postings and targeted outreach emails;
- Compose blogs for Posner Center Community Google Group and external website;
- Interview Tenant/Members on their work to craft blogs and/or attend events and blog about them;
- Compile information and draft/mock-up the monthly Posner Community newsletter;
- Research communication tactics and strategies for strengthening communication strategy and practices;
- Research prospective donors and grant opportunities and help maintain prospect list;
- Follow Tenant/Member websites, blogs, Facebook pages and newsletters to pull content for Posner Community communications;
- Run social media and web usage analytics reports;
- Assist with general administration of the Community Program; and
- Perform other relevant tasks, as needed.

Qualifications

- Excellent organizational and communications capabilities (especially writing, editing and formatting skills);
- Communications/marketing experience;
- Enthusiasm about the Posner Center's mission;
- Experience working in international development or with nonprofits;
- Experience conducting internet research;
- Must be proactive, detail-oriented and able to manage time effectively;
- Able to work independently without close supervision;
- Proficiency in Microsoft Office suite, common social media platforms and WordPress; and,
- BA/MA (completed or in progress) in international relations, international development, communications or journalism preferred.

Time Commitment

Internship will start no later than May 2019 and has the potential to continue for up to a year until May 2020. A 10 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 marketing/outreach, communications and prospecting;
- 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 April 26, 2016 to Posner Center Development and Communications Director, Julia Kennedy at julia@posnercenter.org. Please include "Your Name – Development & Communications Intern" in the subject line. Note that applications will be reviewed on a rolling basis.