



**Position:** Part-Time Intern, Communications and Marketing

**Job Status:** Open to Undergraduate and Graduate Students, as well as Recent College Graduates

**Salary:** \$20.00/hour

**Hours:** 10 hours/week

**Start Date:** April 1, 2024

**Location:** Hybrid: 4 hours in person in DTC office once a week (schedule flexible). Otherwise, work can be done remotely.

Colorado Business Roundtable (COBRT) leverages the expertise and experience of more than 65 CEOs and top-level executives from Colorado's largest employers representing academia, business, community, and government. Together, we examine our state's challenges through a long-term, global lens, and we bring forward solutions to strengthen Colorado's economy and improve our quality of life. Our partners represent diverse business interests, political viewpoints, and individual philosophies; however, their shared commitment lies in preserving a high quality of life for all Coloradans by fostering a robust and globally competitive state economy.

COBRT is looking for an intern interested in developing communication and marketing skills in multi-faceted position. Projects will include event support, developing social media content, researching information for and writing newsletters, and overall support of the Director of Communications and the Executive Director.

### **Job duties**

- Assist with preparing for meetings and events, including COBRT's annual Signature events and roundtables.
- Create posts for social media for COBRT and post on designated platforms.
- Assist with preparation of monthly newsletter and regular email blasts.
- Update website as directed.
- Assist with general operational support and office tasks.

### **Required Skills**

- Interest in business and public policy sectors.
- Self-starter willing to problem solve and take initiative to meet organizational needs.
- Technology-savvy with a willingness to learn new software including event registration software, email marketing platforms, and more.
- Excellent skills in Word, Excel, PowerPoint, Google drive, Dropbox, etc.
- Excellent communication skills.
- Excellent interpersonal skills.
- Ability to take direction.
- Knowledge of design software including Adobe InDesign and Photoshop, a plus!

**Qualifications**

- Working towards or currently holding a B.A. Degree in Communication, Marketing, or Business.

**Supervision/Management**

- Receives direct supervision from the Director of Communications

To apply, please send resume and cover letter to [nancy@cobrt.com](mailto:nancy@cobrt.com). No phone calls, please.