

Marketing & Communications Intern Internship Description



Position Overview

OpenWorld Learning (OWL), is a 501(c)(3) nonprofit focused on developing leadership and igniting a love of learning in students from low-income areas of Denver. OWL utilizes a Marketing & Communications Intern to support community outreach efforts, create greater brand awareness, and aid the cultivation of deeper, meaningful relationships within the Denver community.

As an OWL intern, you will be immersed in a dynamic, supportive work environment, where every day is a new adventure. Your comfort level will be pushed, and you will be expected to be self-directed, open-minded, and willing to assist with a variety of tasks including those that may fall outside your job description.

What you get:

- You will become part of a community of diverse, inspiring, and passionate individuals who are working to bridge the digital divide and bring greater opportunities to Denver youth
- Networking opportunities with OWL's partners, board members, leaders in the tech industry and nonprofit world
- Job experience in marketing, community relations, networking, design, coordination, and self-guided projects
- On the job coaching and professional feedback

*** We are also happy to discuss options for receiving school credit. ***

Reports to

Development Specialist

Responsibilities

- Support the development team in a manner that is in keeping with the organization's values, mission, vision, and plans
- Help manage and maintain OWL's website
- Support development related marketing and promotions efforts
- Maintain an active presence on social media, including Facebook, Instagram, and Twitter with updates made at least three times a week
- Manage and maintain OWL's blog, writing on a variety of topics relevant to the organization's values, mission, vision, and programs
- Design professional graphics and content for OWL such as flyers, postcards, annual reports

- Collaborate with the Community Outreach Specialist and/or Marketing & PR Specialist to coordinate quarterly email newsletters, including solicitation of content, article-writing, formatting, and release
- Help the Development Specialist with grant research & grant writing

Schedule:

4-8 month commitment

15 hours/week

Requirements

- Pursuing Bachelor's degree in related field
- Strong oral and written communication skills
- Excellent research skills and the ability to think creatively
- Proficiency with Google Mail, Google Drive, Microsoft Office Suite, Adobe Creative Suite, and experience using Facebook, Instagram, and Twitter in a professional capacity
- Able to multitask and be productive in a busy work environment
- Dependable and able to prioritize deadlines
- Comfortable working independently
- Interest in blogging about OpenWorld Learning and networking with others interested in tech education, the digital divide, STEM education, diversity in tech, etc.
- Bilingual in Spanish and English preferred, but not required
- Must be able to pass an online and fingerprint criminal background check

Application Requirements

Review of applications will begin immediately. Email a resume, cover letter, and 3 references to resume@openworldlearning.org.

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