



Job Title: Summer Communications and Marketing Intern
Employer: Center for ReSource Conservation (CRC); Boulder, CO
Job Status: part-time (15-20 hours)
Reports To: Development Director
Application Deadline: Open until filled (applications must be received by **April 15, 2011**)
Application Process: Please no phone inquiries.
To apply, submit a cover letter and résumé by e-mail to:
info@conservationcenter.org

CRC Mission:

To empower our community to conserve natural resources.

CRC Vision

A thriving community that understands the finite nature of natural resources and acts to conserve them.

Core Values

- collaboration
- global impact via local action
- individual engagement is the cornerstone of conservation
- stewardship of the organization's resources
- practice what we preach

Job Responsibilities:

The Communications and Marketing Intern is responsible for assisting CRC staffing with a wide range of fundraising, marketing, communications and outreach efforts.

Responsibilities will include:

- Develop press releases, newsletters, articles, promotional materials
- Participation in planning and implementation of CRC's major summer and fall events (Tour of Sustainable Homes and ReWards Auction)
- Assist in database management and web-based research projects.

Desired Skills and Abilities:

- Excellent written and oral communication skills.
- Expertise with social media
- Experience with public relations, advertising and basic media relations skills.
- Strong project management/event management skills
- Proven ability to conduct research and utilize databases
- A high comfort level with web-based communication and web-based programs such as Constant Contact, Salesforce, SurveyMonkey
- Ability to work on several different projects concurrently and meet deadlines on time
- Proficient with MS Office suite (Word, Excel, and Outlook), web based research tools, and fundraising software.
- Leadership experience and volunteer management skills a plus