Position Title: Communications Intern  

Department: Marketing & Communications

Date Open: January 14, 2019

Closing Date: Open Until Filled

Summary of Position Duties:
Seeking an intern to work with our Marketing & Communications team on a variety of projects, including print and electronic communications (newsletter, e-updates, social media, website, brochures, etc.), videos, social media efforts, data collection, website maintenance, and design projects. It is essential that applicants have excellent communication skills, demonstrate creativity, are detailed oriented, understand data analysis, and have an outgoing personality.

Desired Qualities:
- Junior or senior in college/university preferred. Students applying for this internship must have strong communication and business skills, and should be majoring in public relations, communications, advertising, marketing, business, or journalism. Applicants should also have strong writing and computer skills, as well as a solid understanding of social media. Only intern's proficient with Microsoft Office applications should apply.
- Excellent writing and computer skills
- Conversant with social media (Facebook, Twitter, Linked-In, Buffer, etc.)
- Interest in the nonprofit sector, especially in the communications and development area, a plus
- Experience with WordPress and Adobe Creative Cloud - specifically InDesign, Illustrator, and Photoshop, is a plus
- Experience with photography, creating videos, knowledge of photo editing is desired
- Organized & detailed

Experience Gained:
- Content Development: story research, writing & design (print and electronic), interviewing skills, video creation
- Data development and analysis
- Experience working in the nonprofit sector and with vulnerable populations
- Experience managing social media networks
- Business and social skills for the workplace

Schedule:
Ten (10) hours per week is desired. Specific days are flexible, Tuesday - Friday. Chief Communications Officer will work with students, especially those who wish to receive course credit through their college/university for this paid internship.

Compensation:
$12 per hour, up to 150 hours per semester (averages 10 hours per week)*

To Apply:
Please send a resume, cover letter, and a short writing sample (English paper, class project, etc.) to:

Rochelle Schlortt, Chief Communications Officer  
228 North Cascade Avenue, Colorado Springs, CO 80903  
(719) 866-6443 Direct Phone, (719) 636-2345 Reception, (719) 636-1216 Fax  
r schlortt@ccharitiescc.org www.ccharitiescc.org

It is the policy of Catholic Charities to staff positions with the best qualified people irrespective of race, color, national origin, age, gender, disability or veteran status. In addition, policies that affect employees will be carried out without regard for these factors.

Catholic Charities has employed interns from Colorado College, UCCS and Pikes Peak since 2013.