



## **About The Women's Foundation of Colorado**

The Women's Foundation of Colorado (WFCO) is the only statewide community foundation focused on gender, racial, and economic equity for Colorado women. To ensure our actions are the most meaningful for Colorado women, we focus on the "community" in our community foundation. We invest in women's abundant talents, wisdom, and leadership skills so they and our communities can thrive. Since 1987, we have catalyzed community to invest in more than 30 research reports, helped pass more than 50 pieces of legislation, and funded more than \$23 million in grants to nonprofits that work with women and families in communities across the state.

## **Position Overview**

The Women's Foundation of Colorado (WFCO) is seeking a digital marketing & communications intern to assist in branding and communications efforts for The Foundation. The intern will work primarily with the digital marketing specialist and vice president of communications. The internship will provide the opportunity to make a difference in helping Colorado women and their families, work in a professional office environment, learn about and execute integrated digital communications strategies, gain project management experience, and learn about the nonprofit/foundation environment.

## **Key Responsibilities and Potential Projects:**

- Assist in preparing PowerPoint presentations for board meetings and/or webinars
- Assist in website maintenance and updates using Blackbaud's NetCommunity content management system
- Communications research and information gathering
- Assist in the development of social media strategy and execution as well as track social media analytics and prepare reports for our board
- Take and edit photos and videos
- Design graphics for social media
- Perform other duties as assigned

## **Key Competencies**

- Passion for and commitment to WFCO's vision, mission, and values



- Dedication to equity and inclusion (E&I) efforts across the organization, demonstrating E&I values by actively participating in and applying organizational learning and self-reflection to meet E&I goals
- A commitment to including, collaborating with, and valuing diverse stakeholders
- Commitment to the highest ethical standards
- Organized and able to handle shifting priorities, multiple goals, projects, and constituencies in a calm and positive manner
- Curiosity and willingness to learn and grow
- An enthusiasm for diving into the role and assisting The WFCO team as needed

#### **Qualifications**

- Experience in written communication and editing skills
- Proficiency with the Microsoft Office Suite (Word, Excel, and PowerPoint), Zoom, and social media platforms (Facebook, Instagram, LinkedIn, and Twitter)
- Ability to develop compelling content for various constituencies
- Interest in nonprofits, marketing, and digital communications
- Detail-oriented, ability to manage multiple complex projects simultaneously and meet deadlines, and eagerness to problem solve and identify solutions or systems improvements
- Ability to work independently and on a team, in virtual, hybrid, and in-person environments

#### **Preferred Qualifications**

- Spanish fluency (written and spoken)
- Basic proficiency with Canva, Adobe Creative Suite, Wordpress, Google Analytics, HTML/CSS
- Photography, basic graphic design, and video editing skills are a plus

#### **Physical Working Conditions & Effort Required**

- Work is typically performed in a standard office environment, although we are currently working in a hybrid work environment. We are seeking an intern who can work on-site in the WFCO office 12-16 hours per week on Tuesdays, Wednesdays, and/or Thursdays.
- We will continue to adapt our work model based on public health guidance and protocols administered by the University of Denver (see below).
- The WFCO office is on the University of Denver campus. As such, WFCO staff are required to follow University of Denver COVID-19 protocols and other campus health and wellness requirements. More information is available at [du.edu/coronavirus](https://du.edu/coronavirus)
- A parking pass for the WFCO office will be provided.
- February – April 2023 (12 weeks) with an ideal start date of February 6.



- The person in this position may assist in setting up for events and meetings, which may require moving equipment, furniture, and supplies weighing up to 50 pounds and positioning oneself to connect computer or electrical cords, set up banners, refreshments, etc.

### **Compensation**

- \$18/hr

### **To Apply:**

Please submit a cover letter and resume as PDF attachments to [Jobs@wfco.org](mailto:Jobs@wfco.org) with the subject line “Digital Marketing & Communications Intern” by Monday, November 7 at 5:00 pm MT. Please direct all inquiries to [Jobs@wfco.org](mailto:Jobs@wfco.org).

*In alignment with our goal of advancing gender, racial, and economic equity, WFCO welcomes and encourages applications from members of historically and systemically marginalized communities.*

*We understand that there are individuals could excel in this role without meeting 100% of the qualifications precisely as described or who have essential skills we may not have considered. If that’s you, we encourage you to apply and tell us about yourself. We are committed to considering candidates with diverse work experiences and backgrounds.*

*It is the policy of The Women’s Foundation of Colorado (WFCO) not to discriminate against employees, job applicants, board members, program participants, volunteers, or clients on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state or local law. WFCO is an EEO/AA employer. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.*