



COLORADO CHAMBER OF COMMERCE

For business. For Colorado. For tomorrow.

Communications Intern (Paid)

The Colorado Chamber of Commerce seeks a paid **Communications Intern** to assist the organization in public relations, social media, and marketing initiatives. This internship offers experience in various aspects of communications for the leading business advocacy organization in Colorado. The Communications Intern will get hands-on experience with traditional and social media and gain knowledge of Colorado's legislative process and political landscape.

Responsibilities:

- Assist in maintaining the Colorado Chamber's social media presence, including developing ideas for the content calendar, drafting posts, and keeping up with trends and best practices.
- Draft content for the Colorado Chamber's blog, newsletter, and other platforms.
- Draft press releases and media advisories.
- Work with the government affairs team to prepare communications materials for the Chamber's electoral candidate interview process.
- Assist in building and maintaining Chamber media lists.
- Assist with other communications projects as assigned.

Qualifications:

- Interest in government and public policy impacting the Colorado business community.
- Excellent writing skills, including the ability to convey compelling messages and simplify complex topics into simple, digestible content.
- Firm grasp of social media platforms, including Facebook, Twitter, LinkedIn, YouTube and Instagram.
- Strong attention to detail.
- Familiarity with AP Style is a plus.
- Enthusiasm for the Colorado Chamber's mission.
- Completed or working towards a college degree. Related coursework in communications, political science/government, public relations, marketing, or business is a plus.

Compensation, Hours, and Time Frame: \$15/hour, 10-15 hours per week. Internship duration from January to May 2022 (with the ability to extend into the summer).

About the Colorado Chamber: The Colorado Chamber of Commerce champions free enterprise, a healthy business environment and economic prosperity for all Coloradans. It is the only business association that works to improve the business climate for all sizes of business from a statewide, multi-industry perspective. What the Colorado Chamber accomplishes is good for all businesses, and that's good for the state's economy. It was created in 1965 based on the merger with the Colorado Manufacturers' Association.

To apply, please submit your resume to Cynthia Meyer, Communications Director, at cmeyer@cochamber.com.