



Position Announcement

Visit Colorado Springs (VCOS) is the premier destination marketing organization for Colorado Springs and the Pikes Peak Region. Our mission is to create economic vitality through memorable visits to the wonders of Colorado Springs and the Pikes Peak Region.

POSITION INFORMATION	
Position Title: Part-Time Communications Intern	Posting Date: 2/8/21
Department: Marketing & Communications	Reports To: Communications Manager

FLSA CLASSIFICATION	
Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>

PURPOSE/OVERVIEW
<p>VCOS is seeking a part-time Communications Intern to assist the Communications Manager and Marketing Department. This role will be remote until the VCOS office is open again. The internship will run for approximately six months, starting April 1, 2021 and ending October 1, 2021 and require a commitment of 20-30 hours per week. The Communications Intern will integrate into a supportive, collaborative environment and be a part of a respected organization with a team of experienced and passionate travel professionals.</p> <p>The Communications Intern will be trained and mentored by the Communications Manager for the first couple months of the internship before the Communications Manager departs for maternity leave. At that point, the Intern will have a unique opportunity to take ownership of various communications and public relations tasks with support and oversight from the Marketing Department. The intern will assist with proactive media outreach to local and national publications, organizing media visits, media monitoring and reporting, social media content creation, social media monitoring and engagement and content creation. VCOS is seeking an individual who is a fast learner and self-motivated. The successful candidate will have experience with media relations and outreach, social media content creation and a strong background in writing and copy editing.</p>

ESSENTIAL DUTIES/RESPONSIBILITIES
<ul style="list-style-type: none"> • Conduct proactive, timely media outreach to local and national reporters to secure coverage on behalf of Visit Colorado Springs and partner organizations • Schedule media interviews and prepare spokespeople with Media Briefing Documents • Track media opportunities and coverage and maintain the department's Media Coverage Dashboard • Assist Marketing Department with weekly social content creation for all channels as assigned • Assist Marketing Department with community management, monitoring audience comments and questions across channels • Provide communications, PR and social media support to partners • Other duties and projects as assigned by the Communications Manager or Marketing Department

(Continued)

The above statements are intended to describe the general nature and level of work being performed by people assigned in this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required.



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MINIMUM QUALIFICATIONS	
Education	Bachelor's degree (or impending degree) in journalism, public relations, marketing, communications or a related field is preferred
Experience	1-2 years of communications experience in a job, internship or related role preferred
Knowledge, Skills & Ability	<ul style="list-style-type: none"> • Strong knowledge of and interest in the local tourism industry • Background or coursework in media relations, copy editing, social media and public relations • Proven ability to prioritize and manage multiple projects/responsibilities simultaneously within a structured environment • Ability to take initiative and think creatively • Strong interpersonal skills, maturity and good judgment • Capability of communicating in a professional manner with a diverse range of individuals, both verbally and in writing • Proficient technology skills; MS Office (Word, Excel, PowerPoint & Outlook), Adobe Creative Cloud (Photoshop & InDesign)
Traits for Success	<ul style="list-style-type: none"> • Self-starter and creative thinker • Efficient and innovative • Detail oriented • Effective written and verbal communicator
Working Relationships	All levels of VCOS employees, partners and members of the media
Pay Range/Benefits	Starting at \$15 per hour, may vary upon experience; Benefits for part-time employees include 1 hour of sick leave for every full 30 hours worked and may participate in the IRA program with VCOS matching up to 3% of pay

Application Instructions (please read carefully and follow all instructions)

Please email cover letter and resume to Alexea@VisitCOS.com before 4pm, March 1, 2021. Cover letter and resume should be in a single Word or PDF document, not within the body of the email. In the cover letter, please address specifically how you meet the above requirements and provide salary requirement/expectation. No calls, please.