



CHINOOK FUND

COMMUNICATIONS INTERN

Reporting Relationship: Executive Director

Chinook Fund is Colorado's community foundation supporting grassroots groups leading the movement for equality, economic justice and peace. By inspiring donors to give and awarding grants for grassroots organizing and activism, Chinook Fund is building a community of progressive leaders in a movement to achieve lasting social change. www.chinookfund.org

Basic Function

Reporting to the Executive Director, the Communications Intern is supporting the framework, strategy and implementation plan for communications for Chinook Fund. This person will utilize leading edge practices to communicate for the organization. As a result of this individual's efforts, Chinook Fund will be viewed as an organization that is influencing and shaping movement building for social change at the state level. This intern's efforts will have a direct impact in sustaining and growing the efforts to support Chinook Fund Giving Project, an innovative new model for funding social change, building community, and leadership development.

Key Responsibilities

- Under the direction of the ED, support the implementation of a comprehensive communications strategy including content delivery method and frequency; writing for communication materials including e-bulletins.
- Co-write and disseminate communications materials that articulate the organization's purpose and accomplishments with impact.
- Update and engage with the audience of social media platforms consistently; monitor and post on blogs, forums, and social networks.
- Deliver timely and strategic communications to build Fund's visibility through print, social media, online and multimedia platforms.
- Continue development of, and manage a dynamic website with compelling stories to attract a diverse audience.
- Working on layouts and art working pages ready for print.
- Developing interactive design for our 30th anniversary event.

Candidate Attributes/Skills Sought

The ideal candidate should be a strategic, innovative, organized, energetic, leader and a team player.

- Committed to Chinook Fund's mission and vision on social change
- Willingness to "do the work"
- Excellent verbal and written communication skills
- Pursuing a Bachelor's Degree in Marketing, Communications or related field

Logistics

- **Time:** You will be expected to commit up to 10 hours per week.
- **Compensation:** Please note this is a volunteer internship and is unpaid.

Required Application Documents

Interested applicants should submit a resume/CV, cover letter, and communications sample to nbashir@chinookfund.org

Chinook Fund is firmly committed to affirmative action and strongly encourages people of color, women, LGBTQ, elderly and disabled candidates to apply.