



Governor's Energy Office

JOB DESCRIPTION **Communications Intern**

Objectives

Assist the Governor's Energy Office (GEO) communications team.

Activities Include:

- Assist with maintaining and implementing the GEO's general and program specific strategic outreach plans
- Liaise with program staff on outreach needs on behalf of communications staff
- Develop outreach materials (press releases, eNewsletters, letters, signage, brochures, etc.)
- Develop targeted media lists
- Track media coverage and reporting
- Update the GEO website
- Assist outside program partners with meeting the GEO communications standards
- Create award letters and correspondence to grantees and legislators

Successful candidates will:

- Be knowledgeable about press releases, message development, Colorado media and/or be interested in this
- Be proficient in Microsoft Office Suite
- Have excellent writing and editing skills
- Ability to work well with a diverse group of individuals
- Be organized and possess superior time management skills
- Demonstrate initiative and be able to move forward on tasks and projects with little supervision
- Have professional communication skills
- Dedicate a minimum of 10 hours per week
- Begins ASAP; end date TBD with opportunity to extend commitment to another project

Interested Candidates should complete the GEO's Internship Application and note interest in this position in cover letter.