



Internship Description

TITLE: Communications, Graphic Design and Outreach Support Intern

DEPARTMENT: Local Environmental Action Division (LEAD)

SALARY: \$12/Hour or college credit

HOURS: Flexible, 25-35 hrs/wk

POSITION DATES: May 2015 – Dec. 18, 2015

OVERALL OBJECTIVE

To serve as support staff to work on a variety of projects within LEAD, including graphic design/page layout, city website and social media maintenance, content creation, and occasional outreach support. Focus areas for intern projects and tasks may include:

- Residential and commercial energy efficiency programs, services and proposed regulation, including support for [Partners for a Clean Environment \(PACE\)](#), the [Community Power Partnership](#), and [commercial and industrial rating and reporting](#)
- Residential and commercial waste reduction programs, services and events, including the [Zero Waste Strategic Plan update](#), proposed recycling and composting requirements, the curbside compost program, [Boulder Zero Waste Project](#), and University of Colorado Green Team
- Online community sustainability dashboard tracking City of Boulder progress on sustainability and climate-related goals
- Employee-engagement sustainability efforts within the city organization
- [Boulder's Energy Future](#) project

DUTIES AND RESPONSIBILITIES

- Help with the creation of outreach materials through layout, design and some content creation. Assistance may include:

- Mocking up brochures, posters, email templates, reports, posters, PowerPoint presentations, and other materials as needed
- Creation of new web pages
- Coordinating the printing, publication and release of information by speaking directly with community partners and other organizations to compare bids, place orders, and deliver information through existing networks
- Assistance with page design and layout for an online community sustainability dashboard (no HTML experience necessary; but understanding of user experience design helpful)
- Enhance user experience and interactivity of LEAD web pages by adding interactive elements, reorganizing and minimizing content
- Maintain LEAD social media presence through Twitter and Facebook accounts and assist in online community engagement through platforms such as Inspire Boulder
- Engage with community members at select events to educate them about LEAD's programs and services. Engagement efforts may involve coordinating with other city departments and partner organizations
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Currently enrolled as undergraduate, recently graduated or graduate student
- Minimum 3.0 GPA
- Expertise in Adobe design software—InDesign and/or Illustrator, and PhotoShop
- Experience in page layout and design (please submit up to three examples with your application)
- Acute attention to detail and organization
- Familiarity with Microsoft Office Suite, including Word, PowerPoint, and Excel
- Exemplary oral and written communication skills
- Strong time management skills; ability to manage multiple projects at once, prioritize, and meet deadlines
- Ability to engage a variety of stakeholders and speak and listen to diverse viewpoints
- An independent, proactive attitude and ability to work well alone or as part of a team
- Willingness and ability to work occasional evening and weekend hours as requested

DESIRED QUALIFICATIONS

- Experience with web design and search engine optimization (no HTML experience necessary)
- Knowledge of user experience best practices
- Experience developing infographics
- Demonstrated knowledge of sustainability issues and LEAD programs

APPLICATION INSTRUCTIONS

Please address your related skills and experience in a cover letter and resume, including examples of page layouts and design work, two references, and indicate any specific areas of interest or experience (such as residential waste reduction, commercial energy efficiency, or graphic design specialties). Please send all application materials to Juliet Bonnell at bonnellj@bouldercolorado.gov .

APPLICATIONS MUST BE RECEIVED BY 5PM ON 4/17/15.

For more information on what we do, please visit www.bouldercolorado.gov/LEAD, www.BoulderBuildingPerformance.com, www.BoulderEnergyFuture.com, www.EnergySmartYES.com, and www.ZeroWasteBoulder.com.