



COLORADO DEPARTMENT OF THE TREASURY
Communications and Marketing Internship
April 2021 — August 2021

Requirements for participation:

- Commitment to a minimum of 10hrs/week for 20 weeks, during the hours of 9:00 am to 5:00 pm, Monday through Friday. *The Department of Treasury is currently working remotely.*
- Excellent writing, communication, and proofreading skills
- Strong initiative and work ethic
- Interest in public service
- Ability to responsibly handle and participate in confidential work
- Experience with marketing and communications preferred

Responsibilities may include:

- The [Great Colorado Payback](#) is an annual campaign presented by Colorado Treasurer Dave Young and the Department of the Treasury in order to advertise the Unclaimed Property Division. Intern responsibilities include working with consultants to create content, digital marketing, and media placement on all channels.
- The Treasurer's office works with the media to inform the public of the Treasurer's goals, actions and ideas. Information is provided through the preparation and coordination of news releases, audio and video presentations, and media interviews. Intern duties include research and writing, among other office duties.
- Help craft daily social media posts that highlight the work of the Treasurer's office across multiple platforms.
- Perform other tasks as necessary.

Compensation: \$15/hr.

We are now accepting applications on a rolling basis for Summer 2021. Please apply by April 13 at 5pm MT.

How to Apply:

Submit a complete (1) brief cover letter, (2) resume, and (3) one page writing sample (4) 3 references with contact information via email, as one PDF file, to leah.marvin-riley@state.co.us or apply through Handshake.

The Treasurer's Office embraces diversity and does not discriminate on the basis of race, color, gender, national or ethnic origin, religious affiliation, sexual orientation, or physical ability. The Treasurer's Office and the State of Colorado are equal opportunity employers.