PR/PRESS SECRETARY INTERN

The Colorado Democratic Party seeks a PR/Press Secretary Intern who will assist in managing and growing all digital properties of the Party, including our email list, social media accounts, and website traffic. As PR/Press Secretary Intern, you will also support press operations, draft written communications, and help disseminate press communications.

You’ll work every day to engage and inspire Democrats in Colorado and hold Republicans accountable. The PR/Press Secretary Intern will play an important role on our team to protect our Democratic incumbents, and help elect Democratic nominees in 2022!

This position will report to the Comms + Digital Director and will work closely with them to learn all aspects of communications, marketing, social media, and content creation.

**Internal Communications**

- Support in creation of the Content Calendar
- Support in creation and implementation of the Marketing Calendar
- Provide reports on press communications
- Write talking points for events and stakeholders as needed.
- Develop messaging around issues for staff, stakeholders, and allies.
- Work with staff to manage difficult communications situations including crisis communications.

**External Communications**

- Aid in the writing of relevant press releases
- Assist in copywriting for all social media channels and email marketing
- Work closely with Comms + Digital Director other parties/elected officials to enhance the message of the Party
- Work with campaigns to coordinate press and communications strategy and assist as needed
- Respond to media inquiries on a wide range of issues.
- Creating engaging content for media releases, social media platforms, and newsletters
QUALIFICATIONS

● Experience writing press releases with guidance
● Experience with digital media and social platforms
● Strong persuasive writing skills with major attention to detail.
● Experience with email platforms.
● Comfortable working with high-level Democratic officials, candidates, staff, and donors.

HOW TO APPLY:

This is an unpaid internship opportunity. Please send resume and any other relevant materials electronically to burns@coloradodems.org.

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