



## HIGH LINE CANAL CONSERVANCY

Connecting Communities—Connecting Nature  
from the foothills to the plains

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### ~Internship Posting~

**Position:** Conservancy Summer Intern  
**Duration:** 6-8 weeks starting June 13, 2017  
**Work Days:** Tuesday through Thursday; 6-8 hours per day  
Some Saturdays (4-6 hours) possible for outreach activities  
**Compensation:** \$1,000 stipend

#### High Line Canal Conservancy

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The High Line Canal Conservancy is a nonprofit organization with a mission to preserve, protect and enhance the 71-mile long High Line Canal in partnership with the public. The Conservancy was formed in 2014 by a passionate coalition of private citizens to provide leadership and harness the region's commitment to protecting the future of the Canal—a 100-foot-wide corridor comprising the Canal channel, trail and adjacent vegetation. With support from each of the 11 jurisdictions along the Canal's reach, and in partnership with Denver Water, the Conservancy is working to ensure that the Canal is protected and enhanced for future generations. Learn more about the Canal and the Conservancy at [www.highlinecanal.org](http://www.highlinecanal.org).

#### Position Summary

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The High Line Canal Conservancy intern supports the outreach, development and planning activities of a growing and dynamic organization. Having completed an extensive outreach and visioning campaign in 2016, the Conservancy is entering a phase of planning with expanded fundraising and outreach initiatives to further define and support its mission. The intern will be involved in various aspects of this work as described below. In addition, the intern will attend key planning meetings with stakeholders, develop copy for social media and/or work directly with current and future supporters of the Conservancy as a Canal Ambassador.

***Depending on the qualifications of the applicant pool, two intern positions may be made available.***

#### Outreach and Marketing

- Assess analytics of social media and website use
- Organize a vast collection of photographs, both historical and outreach-related for easy access by the Conservancy and its stakeholders
- Contribute to the Conservancy's blog, E-Newsletter and other social media postings
- Take and organize photos of users on the Canal for the Conservancy's social media outlets
- Attend and support staff at off-site community meetings and events
- Check-in on social media platforms daily to like, repost and respond to appropriate posts

### Program Development

- Work with staff, board members and volunteers on the Canal to gather information about current Canal users and members of the community
- Help design and support efforts to educate and engage community members about the Canal and the Conservancy

### Development (Fundraising)

- Assist with data organization and database optimization using Salesforce
- Assist with membership mailings

### Planning and Other

- Attend the Conservancy's leadership team meetings, which will expose the intern to the collaborative workings of public-private partnerships and urban planning
- Support key staff in the RFP (request for proposal) process for the next phase of framework planning
- Other clerical and administrative tasks as assigned

### Qualifications

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- An educational focus in communications, planning and/or nonprofit/government administration strongly desired (position will be tailored to high school, undergraduate or graduate levels of education depending on the candidate)
- Excellent communication and writing skills
- A positive attitude and a willingness to work hard with a collaborative team
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- An interest in conservation and/or the outdoors a plus
- Not required, but desired: research skills, Spanish writing skills, photography training

### Application Instructions

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Qualified applicants are encouraged to apply by sending a resume and cover letter addressing the applicants interest in and qualifications for the position. Please send both documents as one pdf attachment in an email to [resumes@highlinecanal.org](mailto:resumes@highlinecanal.org). No phone calls, please. All applicants will be required to undergo a background check.

### Application Deadline: June 9, 2017

*Many colleges and universities will give academic credit for internships. It is the intern's responsibility to contact his or her advisor and obtain academic credit within the institution's guidelines.*

