



## HIGH LINE CANAL CONSERVANCY

Connecting Communities—Connecting Nature  
from the foothills to the plains

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### ~Internship Posting~

**Position:** Conservancy Fall Intern  
**Duration:** 6-7 weeks starting November 6, 2017  
**Work Days:** Monday through Friday; 4-6 hours per day  
Some Saturdays (4-6 hours) possible for outreach activities  
**Compensation:** \$11 per hour

#### 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 now in 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.

#### Outreach and Marketing

- Contribute to the HLCC blog, E-Newsletter and social media postings
- Assess analytics of social media and website use
- Manage and update the Conservancy's online photography archive
- Attend and support staff at community meetings, presentations and events
- Attend and support staff at outreach engagements, including tabling on the Canal
- Help distribute materials to neighborhood liaisons
- Manage signs along the Canal and place flyers at local retail spots
- Photograph the Canal for use in social media
- Help collect oral stories from the public as part of an ongoing project

- Assist with press publications

#### Development (Fundraising)

- Process memberships with the Program and Development Associate
- Conduct research on current and prospective donors, including individuals and corporations
- Assist with other development tasks

#### 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

#### 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 administration of the comprehensive 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 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, Outlook and the Adobe Suites
- 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: October 25, 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.*

