



## HIGH LINE CANAL CONSERVANCY

Connecting Communities—Connecting Nature  
from the foothills to the plains

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### ~ Internship Posting ~ *August 2018*

**Title:** Intern  
**Duration:** September – March 2018  
**Work Days:** Part-time or full-time  
**Compensation:** Commensurate with experience

#### **High Line Canal Conservancy**

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The High Line Canal Conservancy (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 Conservancy's interns support the outreach, development and planning initiatives of the Conservancy. Having completed an extensive outreach and visioning campaign in 2016, the Conservancy is currently leading a long-term planning initiative for the Canal with expanded fundraising and outreach efforts to further define and support its mission. The Intern(s) will be involved in various aspects of this work as specified and required by the individual Conservancy departments.

The position gives the opportunity for involvement in key planning and stakeholder meetings, important marketing strategies and work with current and future supporters of the Canal. The Intern(s) will be exposed to the collaborative workings of public-private partnerships and urban planning, as well as the important aspects of a rapidly growing non-profit organization. The description details below are extensive and allow for the possibility of multiple interns, each with a focus in one or more areas of the Conservancy's work.

## Outreach and Marketing

- Edit and contribute to the Conservancy blog, E-Newsletter and other social media postings on Facebook, Twitter, and Instagram
- Assess analytics of social media and website use; update online calendars
- Attend and support staff at outreach engagements, including tabling on the Canal
- Manage signs along the Canal and place flyers at local retail spots
- Photograph the Canal for use in social media
- Manage and update the Conservancy's online photography archive using Flickr and Dropbox
- Attend and support staff at community meetings and presentations; assist with event logistics
- Conduct outreach communications with community organizations and partners, including emails and follow-up calls
- Help collect oral stories from the public as part of an ongoing project
- General administrative support, such as proofreading materials, scanning and emailing documents
- Help format and design reports, flyers and signs as needed

## Planning and Program Development

- Work with staff, board members and volunteers on the Canal to gather information about current Canal users and members of the community through surveys and community engagement events
- Help design and support efforts to educate and engage community members about the Canal and the Conservancy
- Recruit volunteers and provide support to the Volunteer Manager

## Development (Fundraising)

- Assist with membership mailings and gift acknowledgement letters
- Enter data into Raiser's Edge (the Conservancy's database)
- Assist with Conservancy event planning
- Conduct research on current and prospective donors, including individuals and corporations
- Complete errands, such as deliveries, post office runs and office supply purchases

## 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)



- Demonstrates understanding of and commitment to the long-term mission and value of the Conservancy
- Adaptability: Demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Ability to work independently and cooperatively with colleagues in a small-team environment, to anticipate and solve problems. Works efficiently to meet deadlines and maintain accurate records
- Self-motivated and highly organized with a tremendous attention to detail and an ability to multi-task
- Excellent communication and writing skills
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook and the Adobe Suites
- Not required, but desired: research skills, Spanish writing skills, photography
- Familiar with Customer Relationship Management (CRM) software
- An interest in conservation and/or the outdoors is a plus
- Access to a vehicle (required)

### Application Instructions

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

### Application Deadline: September 7, 2018

*The High Line Canal Conservancy is dedicated to equal employment opportunities in any term, condition, or privilege of employment. The Conservancy prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, and age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.*

