

Internship Announcement
Communications Intern
ACLU of Colorado



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The American Civil Liberties Union of Colorado (ACLU-CO) seeks a creative, dynamic part-time Communications Intern to assist in digital communications.

American Civil Liberties Union (ACLU) is the nation's foremost defender of constitutional rights and civil liberties. ACLU of Colorado is an affiliate of the national ACLU, and it is the states guardian of freedom, working in the courts, in the legislature, and in communities across the state to protect and advance civil rights and civil liberties for all. Founded in 1952, ACLU of Colorado is a nonpartisan, nonprofit organization dedicated to fulfilling the promise of equal justice under the law for all Coloradans. For more information about the work of the ACLU of Colorado and the civil liberties principles we uphold, please visit our website at www.aclu-co.org.

Commitment To Equity, Diversity, Belonging, and Inclusion

ACLU of Colorado is an equitable opportunity employer. We believe that having a board, staff, and volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates an environment where all community members can thrive. We strongly encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBTQ community, those who have been formerly incarcerated, and other members of underrepresented and marginalized groups.

ACLU of Colorado does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and record of arrest or conviction. We are committed to providing a work environment that practices equitable and inclusive treatment and is quick to act to prevent and address harassment or discrimination of any kind.

Internship Description

The Communications Intern assists in the ACLU of Colorado's digital communications, with a focus on advocacy campaigns. This paid internship works with our legal, advocacy, and development departments, and reports directly to the Communications Officer. Summer 2022 internship terms range from 10 – 12 weeks, between June 1 – August 19, 2022.

Primary Responsibilities

- Support the work of the communications department
- Ensure consistent, clear messaging and branding that represents the ACLU of Colorado and its positions compellingly and convincingly.
- ACLU of Colorado website and web-based platform maintenance including search engine optimization, data entry and analysis, information collection and content distribution.
- Research and synthesize external reports for communications department presentation and analysis.
- Collaborate with ACLU of Colorado staff, fellows, and interns to write, copyedit, and factcheck original content for print and digital distribution.
- Write, produce and edit content for social media platforms.
- Monitor incoming news and social media engagement and compile analytics reporting.
- Participate in cross-departmental meetings and projects to help execute tasks for mobilization of outreach programs.

Qualifications

- Exceptional verbal and written communications skills.
- Solid understanding of digital communications tools and social media platforms.
- Experience with word processing and spreadsheet applications.
- Organized and detail-oriented with strong follow through.
- Demonstrated ability to solve problems, ability to meet tight deadlines and manage resources effectively.
- A profound and well-articulated commitment to civil liberties and the mission of the ACLU.
- Fluency in Spanish is a plus.
- Experience with the Adobe Creative Suite is a plus but not required.
- Current enrollment in a Journalism, Communications, Strategic Communications (including Public Relations and Advertising), Marketing, Graphic Design, or English program a plus.

Equity, Diversity, Belonging, and Inclusion:

- Frame the primary responsibilities with an equity lens to examine existing communications processes and create innovative approaches that address shortcomings or inequities when necessary.
- Ensure inclusion when communicating updates, decisions, successes, and failures to the Communications department and all staff, when appropriate.

- Assure continual learning and engage in the work to dismantle systems of oppression manifested in institutions, culture, and personal bias as it pertains to the organizations structure and personal growth.
- Promote a personal and organizational commitment to equity, belonging, and inclusion in all interactions with stakeholders, supporters, and staff members.

Compensation

Compensation is \$20 an hour and ranges from 10 – 15 hours a week. Compensation is within pay scale parameters of the nationwide ACLU and the Denver area nonprofit sector.

To ensure the safety of our employees, the ACLU of Colorado implemented a mandatory work-from-home policy. While the policy stays in effect, we acknowledge that there are special circumstances when working at the office is necessary. For these situations, we ask staff to send notification of their time in the office and to follow CDC precautionary measures to ensure staff safety. We are preparing a hybrid work accommodation in early 2022. To return to the office, it is mandatory to send a vaccination record or request a medical or religious exemption.

To apply

Send a cover letter and resumé in an email with “Communications Internship, ACLU of Colorado” in the subject line to pdelarosa@aclu-co.org and copy etinsley@aclu-co.org. No phone calls, please. Applications will be reviewed as received.