

Denver Botanic Gardens
Marketing & Social Responsibility Intern
Job Description
Summer 2022

- ❖ Overview of job responsibilities: This position would entail the following duties (and others as assigned/mutually agreed upon)
 - Help with the Gardens' participation in events/programs that promote the organization and SCFD.
 - Support community engagement initiatives – plan, develop, implement and promote programs as needed.
 - Conduct market research related to the Gardens' sustainability and/or diversity initiatives and programming.
 - Collaborate with all Gardens departments.
- ❖ Desired skills:
 - Strong creativity and organizational skills
 - Attention to detail and ability to work independently
 - The ability to work evenings, holidays, and weekend hours
 - Experience working with diverse audiences
 - Proficient in basic computer skills, including Microsoft Office programs (Microsoft Publisher and Adobe a plus)
 - Excellent communication skills to include writing, public speaking and networking
 - Bilingual in English and Spanish a plus
 - MSU Denver students encouraged to apply and may be eligible to continued employment following the internship given the Gardens' status as a work study department of the university

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Secondary Supervisor: Jennifer Riley-Chetwynd, Director Marketing & Social Responsibility
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