



**HIGHLANDS RANCH
Metro District**

Position Announcement Community Relations Intern

The Highlands Ranch Metro District is currently accepting applications for a seasonal Community Relations Intern position. This is a wonderful hands-on opportunity for a responsible, eager, motivated, and detail-oriented student with excellent communication skills to work with our Community Relations staff during the summer. The intern will gain experience in community relations and will have the opportunity to become personally involved in a fun and rewarding internship with a local government in an innovative community.

The person in this position will work 30 hours per week for 11 weeks from approximately late May 2019 through early to mid-August 2019. Some evenings and weekend hours, as well as working events outdoors, will be required to participate in special events and meetings.

Primary responsibilities include:

- Assist with the planning, promotion, and execution of several community events
- Write and edit press releases, articles for the newsletter and e-newsletter, Web site content, and copy for other promotional/informational documents
- Shoot photos and video at events and capture photos and video of visitors to parks in the community
- Research background information and interview individuals for articles
- Perform various administrative duties, including, but not limited to bulk mailings, copying, and delivering brochures and fliers
- Design and layout various brochures and fliers
- Other duties as assigned

Applicants for this position must be a college junior or senior enrolled in a degree program in Public Relations, Communications, Marketing, English or related field with a minimum 3.0 GPA. Excellent written and verbal communication skills are a must. Knowledge of Word, Adobe InDesign, Excel, and Outlook are required. Must be able to lift 30 pounds and work outdoors and getting your hands dirty in various weather conditions at events. A valid Colorado driver's license, acceptable Motor Vehicle Record and reliable transportation are also required for this position. Pre-employment drug screening and background checks, including driving record, will be conducted.

Starting pay is \$12.40 per hour.

Applications will be accepted until this position has been filled.

To apply for this position, please click [HERE](#)