



Job Description

Organization: Colorado CASA

Position: Communications Intern

Status: Intern – 135-hours (3-credit hours)

Duration: Fall semester (option to continue internship for Spring 2026)

Reports to: Communications and Evaluation Manager

Pay: \$16/hour

Work Environment: This is a remote position with in-person meetings in Grand Junction, CO.

Start Date: August 18, 2025

About Colorado CASA: Colorado CASA is an independent 501(c)3 membership organizations that provides support to 18 local member organizations across the state of Colorado. This network of CASA organizations works to ensure that every child has a voice in the Colorado court system. Our mission is simple yet profound: to strengthen local CASA programs and advocate for children in the child welfare system. Our vision is for every child in Colorado to have a voice and a hopeful future. We believe that every child deserves to grow up in a safe and loving environment, and our volunteers work toward making this vision a reality.

Summary of Role:

Colorado CASA is seeking a motivated and detail-oriented Marketing intern to support our communication and outreach efforts. This role offers hands-on experience in nonprofit marketing, digital content management, and strategic communications, directly contributing to our mission of supporting local CASA organizations and the children and families they serve across the state of Colorado.

PRIMARY RESPONSIBILITIES:

Email Marketing

- Manage and execute mass email campaigns using Constant Contact, including monthly newsletter, conference marketing, and other timely announcements.
- Assist in gathering content and stories for inclusion in monthly newsletter.

Website Content Management

- Upload engaging stories from the monthly newsletter and event information from local CASA organizations to the Colorado CASA website.
- Ensure website content is current, accurate, and appealing.

Social Media Management

- Develop and maintain a comprehensive social media content calendar, incorporating newsletter stories, event announcements, and awareness month campaigns.
- Create and schedule compelling social media posts across various platforms.

Marketing Material Development Support

- Assist in the creation of ready-to-use marketing templates (e.g., social media graphics, email templates) for local CASA organizations to leverage in their own outreach.
- Support the design and refinement of various marketing collateral.
- Support other marketing projects and initiatives as needed.

Minimum Qualifications:

- Excellent written communication skills for crafting clear, concise, and engaging email and social media content.
- Ability to gather information effectively from various sources e.g., emailing local staff for stories
- Familiarity with email marketing platforms (experience with Constant Contact preferred but not required)
- Basic understanding of website content management systems – experience with Squarespace is a plus.
- Proficiency in social media platforms (Facebook and Instagram) and understanding of best practices for business accounts.
- Ability to generate creative ideas for content and design simple, visually appealing graphics (familiarity with Canva is a plus).
- Strong attention to detail and ability to manage multiple tasks and deadlines.

- Self-motivated and able to work independently as well as collaboratively within a team.

Education/Experience

- Currently enrolled in Marketing, Communications, Public Relations, Nonprofit Management, or a related field.

To Apply

Please submit your resume, a cover letter outlining your interest in this internship and relevant experience, and 2-3 professional references to kelsey@coloradocasa.org by **Friday, July 25th at 5pm.**