



Development, Event, and Communication Internship

About Bright by Three:

Bright by Three (formerly Colorado Bright Beginnings) is a Colorado-based, statewide nonprofit organization that provides parents and caregivers of children age 0-3 with the tools they need to promote a child's readiness for lifelong learning and success. Bright by Three (BB3) works with 700 partner agencies across the state to serve over 25,000 families annually through our home- and group-visitation program, our Bright by Text messaging program, and the Colorado Talks Back intensive language intervention. If you have questions please contact Ashly Blanc at ashly@bb3.org or 303-433-6200 ext 106.

About the Position:

Bright by Three is seeking an enthusiastic self-starter to support the development team as an Intern. Reporting to the Development Coordinator, the Intern will assist and support the coordination and implementation of special events, fundraising activities and strategic communication. These activities will focus on coordination of various logistics and deadlines associated with special events, cultivation and acknowledgement of corporate and individual donors, and drafting strategic communication pieces for stakeholder. This position is located at Bright by Three's office on the Clayton Early Learning Campus in northeast Denver: 3605 Martin Luther King Blvd. Denver, CO 80205.

Responsibilities:

- Provide support for researching, scheduling, preparing, and facilitating events, meetings and communications
- Input and track in-kind donations and monetary gifts in database
- Provide administrative support for fundraising functions and auction coordination
- Support the creation of materials for events (programs, social media content and mailers)
- Assist with implementation of marketing, public relations and social media strategic communication

Qualifications/Skills:

- Personable and friendly
- Excellent oral and written communication skills
- Self-motivated, detail-oriented and highly-organized
- Ability to take direction, work in a team, and work independently as needed
- Ability to coordinate multiple projects
- Ability to represent Bright by Three in a variety of situations and interact with all levels of staff, volunteers and donors while maintaining tact, diplomacy and confidentiality
- Familiar with diverse technologies and software (Google Applications, Microsoft Office, Social Media platforms, etc.)

Internship Benefits:

- Learn the fundamentals of fundraising, special event planning, and strategic communication
- Gain exposure to networking opportunities
- Gain experience and knowledge in nonprofit management
- Acquire the skills to succeed in a mission driven and goal oriented team environment

Application Process: This is a part-time, unpaid internship requiring a minimum of 10-15 hours/week with a minimum six month commitment. To apply, please send your resume and cover letter to Ashly Blanc at ashly@bb3.org