



Café Cultura Communications Internship

Reports to: Ara Cruz (Executive Director)
Hours: Flexible (10-15 per week preferred)
Length: Flexible (at least 3 months preferred)

Organizational Overview

Café Cultura is an award-winning arts, culture, and youth development organization in Denver that promotes unity and healing among Indigenous peoples through creative expression while empowering youth to find their voice, reclaim oral and written traditions, and become leaders in their communities. For more info please visit www.cafecultura.org

Position Description

Café Cultura is seeking an unpaid Communications Intern to provide assistance in coordinating effective and efficient communication within the organization as well as with the community. This includes assisting the Director in the following areas:

Communication

- developing and maintaining internal communications among Staff, Board of Directors, Collective/Advisory Board, and other stakeholders.

Promotion

- coordinating promotion of events and workshops
- writing and circulating press releases to media outlets and the larger community
- updating social media platforms (Facebook and Instagram)

Documentation

- coordinating photography of programs through all phases (taking, editing, and uploading photos to Flickr and Instagram)
- organizing video production including live broadcasting of events

Qualifications:

- Excellent writing skills
- Proficient in Microsoft Office programs
- Able to manage multiple tasks and prioritize
- Self-starter with initiative
- Passion for our mission

Café Cultura will offer the following:

- Orientation, training, supervision, and evaluation
- Classes in video production at Denver Open Media
- Mentoring
- Experience in building a nonprofit organization
- Possible opportunities for future employment

To apply, please send cover letter and resume to ara@cafecultura.org