External Announcement – Internship Opportunity

**Internship Title:** Membership Internship

**Internship Location:** History Colorado Center, Denver, CO

**Stipend:** Intern will receive a stipend of $1,000. The stipend is not salary or compensation. The stipend is meant to support study and research during the tenure of the appointment and will be issued in one installment mid-way through the internship. Qualified candidates may receive academic credit through their college of university.

**Apply by:** March 31, 2020

**Desired Schedule:** 8 hours/week, preferably in two 4 hour shifts, May through June 2020.

**Broad Scope of Position:** History Colorado is seeking a talented intern to join our Membership team this spring. The intern will assist with preparing donation and membership checks into batches, processing payments, preparing membership materials for distribution, data entry support, and event support. This is a great opportunity to learn about the philanthropic sector and to develop skills that are applicable in both the nonprofit and museum fields.

The intern will:

- Learn how data hygiene impacts all aspects of a nonprofit development office, from donor stewardship to prospect research
- Learn how to use standard customer relationship management software (Blackbaud The Raiser's Edge), and
- Develop skills related to event management and project management.

**Desired Skills & Academic Field of Study:** Recommended for students or recent graduates in Nonprofit Management, History, Museum Studies, Marketing, or related fields

**To Apply for this Position:** Submit a cover letter and resume to Director of Volunteer Engagement Emily Dobish, emily.dobish@state.co.us.

**A condition of employment is the successful completion of a background check.**