

Conflict Resolution Month in Colorado

Spring/Summer/Fall Internship (every year!)

Internship: Marketing, Administrative, Community Organizing

We are seeking interns who can help us achieve growth. Interns will work closely with the Planning Committee from March through November 2017, which will involve planning and implementing a statewide publicity campaign. The committee meets on the first Wednesday of every month 12-2pm, and there are additional work hours for the interns each month.

Essential Duties and Responsibilities

Assist and support the Planning Committee by:

- Promoting awareness of Conflict Resolution Month
- Networking across multiple communities and organizations
- Managing logistical and administrative tasks
- Work in other areas of interest (see below for possibilities)

Design Your Own Internship

(Interns can shape the internship according to their areas of interest!)

Work areas of past interns:

- Coordinate meetings and activities of the Planning Committee
 - Scheduling; recording and distributing notes; inviting attendees, etc.
- Manage databases and create reports
 - Activities for Conflict Resolution Month
 - Proclamations statewide
 - Organizations involved and contact information
- Assist in developing marketing materials
- Plan and execute distribution of materials
- Conduct related research
- Assist with creating and editing content for monthly newsletter
- Create statewide networking systems in the alternative dispute resolution (ADR) and conflict resolution communities
- Solicit official proclamations from counties, municipalities, and universities
- Plan and coordinate events
- Create and manage social media campaign
- Assist with management of the website at www.conflictresolutionmonth.org
 - Edit and publish content to website
 - Update community resources lists (books, organizations, etc.)
 - Create interactive elements (nonviolence pledges, reports of various activities and events, contributions, links to social media, etc.)
- Follow-up and campaign closure (in November)

Preferred qualifications

- Initiative and resourcefulness
- Strong organizational and interpersonal skills
- “Can do” philosophy and sense of humor
- Flexibility with flow of work and people relations
- Experience with Word, Excel, website, and social media platforms



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- Undergraduate or graduate student in conflict studies/mediation, peace and justice studies, communication, business, nonprofit management, law, public affairs, marketing, writing, human resources, organizational leadership, etc.

Benefits

- Increased understanding of grassroots organizing and advocacy for a cause
- Working with leaders and advocates in conflict resolution and legislative and governmental leaders
- Networking in Colorado with alternative dispute resolution professionals and community leaders
- Development of:
 - Conflict management and interpersonal skills (complimentary conflict management courses at The Conflict Center)
 - Creative and critical thinking skills
 - Ability to work with a team and individually perform
 - Presentation and communication skills
 - Ability to plan and implement a marketing campaign
 - An understanding of organization leadership and dynamics
- Intern can shape internship to her/his areas of interest
- Possibility of academic credit as an internship, capstone, or community-based learning project
- Potential letters of recommendation

Timeframe

February – November each year, but interns can commit to the number of months that fits their schedule or meets their university's requirements.

Hours

Flexible, from 10 – 30 hours per month, depending on the needs and availability of the student.

Location

Work space and meetings at The Conflict Center, 4140 Tejon Street, Denver, CO 80211. May be able to perform some work remotely.

Supervisor

Kristen Noble, Noble Strategies, LLC.

How to apply

Please send a resume and cover letter to kristenenoble@gmail.com.

What is “Conflict Resolution Month in Colorado”?

Conflict Resolution Month in Colorado began in 2007 as a local initiative inspired by the work started in 2005 by the Association for Conflict Resolution in instituting Conflict Resolution Day. In an ambitious effort to ensure that Colorado is the most civil state in the Union, groups of energetic and dynamic individuals have come together each year to promote and celebrate productive problem solving in our state.



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