

# Catholic Charities of Southern Colorado

**Catholic Charities of Southern Colorado is seeking a**

**Job Location:** Pueblo, CO

**Type:** Internship

**FSLA Status:** Non-Exempt

**Salary Range:** \$14.81 per Hour

**Reports to:** Development and Communications Director

## **Development and Communications Intern**

### **About Us**

For the past 80 years Catholic Charities of Southern Colorado (CCSoCo) has faithfully served our marginalized neighbors within the Diocese of Pueblo, a sprawling region encompassing 29 counties in the bottom third of the state, and home to one of the most stunning and diverse regions of our country. CCSoCo offers 15 evidence-based programs designed to stabilize, strengthen, and create opportunities for individuals and families. We employ a two-generation approach to alleviating poverty in Southern Colorado.

### **Benefits and Perks**

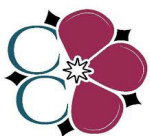
We offer a paid internship at \$14.81 per hour for 20-29 hours a week. This will go from approximately May 1, 2025-December 1, 2025. We offer hands-on experience in nonprofit communications, fundraising, and digital strategy, networking opportunities within the community and nonprofit sector, and an opportunity to make a meaningful impact in a mission-driven organization.

### **What you will be doing**

We are seeking a motivated and detail-oriented intern to support our Development & Communications Department. This position is ideal for students or recent graduates with experience in content writing, digital marketing, and event coordination. The intern will contribute to website redevelopment, social media management, donor relations, and special events.

**Are you interested in this opportunity?**

**Continue reading for full job  
description**



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## **Duties and Responsibilities:**

- **Digital & Content Development**
  - Develop a comprehensive plan to revamp website language, visuals, and user experience.
  - Assist in redesigning and updating website content to align with organizational branding.
  - Capture and edit photos and videos at special events, meetings, and conferences.
  - Create engaging content for social media platforms, ensuring consistent messaging.
  - Update and manage social media accounts to increase engagement and outreach.
  - Other duties as assigned.
- **Event & Donor Relations Support:**
  - Assist in scheduling and tracking sign-ups for special events, particularly between **July – October and December**.
  - Oversee the check-out and return of event-related materials.
  - Input donation checks into the system and maintain accurate records.
  - Prepare and manage donation letters and receipts for donors.
  - Other duties as assigned

## **Required Skills/Abilities:**

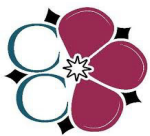
- Strong writing and content creation skills.
- Ability to take and edit high-quality photos and videos.
- Organizational skills with attention to detail for event planning and donor management.
- Ability to work independently and meet deadlines.
- Proficiency in Microsoft Office and Canva (preferred).

## **Education and Experience:**

- Experience with website content management and basic design principles.
- Familiarity with social media platforms (Facebook, Instagram, LinkedIn, etc.)

## **Work Environment:**

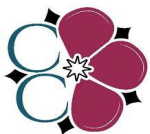
- Non-profit social service agency
- Business casual



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## LoPhysical Demands:

<b>WORKING ENVIRONMENT:</b>	<b>SELDOM</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>
COLD (50 F or less)		X	
HEAT (90 F or more)		X	
GASES/FUMES/DUST	X		
HEIGHTS	X		
NOISE			X
CLIMBING (Stairs/Ladders)			X
DRIVING			X
CRAWLING OR KNEELING	X		
BENDING		X	
WALKING/Uneven Surfaces		X	
WORKING ALONE			X
WORK WITH OTHERS			X
CHEMICALS/SOLVENTS	X		
<b>MOVING HEAVY ITEMS:</b>			
LIFTING/LOWERING	>20 lbs.	10-20 lbs.	< 10 lbs.
LIFTING OVER SHOULDER	> 10 lbs.	5-10 lbs.	< 5 lbs.
REACHING OVER SH'LDER	> 10 lbs.	5-10 lbs.	< 5 lbs.
REACHING FORWARD	> 10 lbs.	5-10 lbs.	< 5 lbs.
PUSHING	> 10 lbs.	5-10 lbs.	< 5 lbs.
PULLING	> 10 lbs.	5-10 lbs.	< 5 lbs.
CARRYING	> 20 lbs.	10-20 lbs.	< 10 lbs.
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORDINATION			X
<b>TRAVEL:</b>			
LOCAL			X
NATIONAL	X		
INTERNATIONAL	X		
<b>REPETITIVE MOVEMENTS:</b>			
(please list)			



## Catholic Charities of Southern Colorado

<i>OPERATING MACHINERY:</i>			
COMPUTER and MOUSE			X
COPIER			X
FAX MACHINE		X	
PRINTER			X
TELEPHONE			X
OTHER (please list)			