



DOWNTOWN BOULDER

Marketing and Communications Internship

POSITION DETAILS

Hours: Flexible (10-15 per week, or per college requirement)

Pay: Unpaid (Course Credit)

Start and End Date: Spring 2027 (January – May) OR Summer 2027 (May/June - August)

WHAT IS DOWNTOWN BOULDER?

The Downtown Boulder Partnership (DBP) is an umbrella organization for the Downtown Boulder Businesses Improvement District (BID) and the Downtown Boulder Community Initiatives (DBCI).

Business Improvement District (BID)

The BID is a 49-block taxing district approved by property owners to cultivate a cleaner, safer, and more vibrant downtown community. The BID uses the tax to provide maintenance services that supplement those offered by the city and fund a comprehensive consumer marketing program.

Marketing

The BID marketing program is responsible for the marketing and promotion of the downtown district. This includes, but is not limited to, promotions, digital advertising, branding, banners, brochures, printed collateral, newsletters, public relations, social media, online efforts, and online research.

JOB DESCRIPTION

The Marketing and Communications Intern will gain applicable experience in a fast-paced office environment. This position will allow the intern to develop basic knowledge in website and newsletter editing, graphic design, creative blog writing, market research and social media marketing. Downtown Boulder interns are integral to a team working on short- and long-term projects using multiple skill sets. Your experience will be tailored to your skills and career goals. This is an in-person (with ability for hybrid) position.

QUALIFICATIONS

Interested students must possess the following:

- Eligibility to receive course credit at an accredited college or university
- Exceptional communication skills, both written and verbal
- Positive attitude and ability to work well with others
- Eagerness to learn
- Attention to detail and ability to multitask
- Organizational and planning strengths
- Interest in creative writing and blogging
- Basic knowledge of social media platforms (Instagram, Facebook, Twitter, Tiktok)

Preferred areas of study: Communication, Journalism, Media Studies, Public Relations and Marketing

APPLY

All interested candidates should submit a cover letter and resume to Tana Benitez, the Marketing and Communications Manager (tana@downtownboulder.org). No phone calls please. Position accepting applications until filled.

BoulderDowntown.com
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