

**Community Organizer**

**Intern Job Description**

**Address:** 3532 Franklin Street, Suite G, Denver, CO 80205

Phone Number: 303-292-3144

Contact: Ana Soler, Senior Facilitator and Director of Youth Initiatives

**About the Canopy**

The Civic Canopy is a nonprofit organization whose vision *is the many working as one for the good of all*. The Canopy facilitates the connections, innovation and results needed to build stronger neighborhoods, healthier communities, and a more just and civil society. The organization provides a way to connect and align the work of individuals, agencies, and systems to focus on key outcomes that matter to everyone. As such, every engagement is viewed as an opportunity for long-term partnership, weaving together the sometimes isolated systems for greater community impact.

# Community Organizer Intern

The Civic Canopy currently focuses its place-based work in Near Northeast Denver, a geographic territory including Five Points, Whittier, Cole, North City Park, Clayton, Elyria, Swansea and Globeville neighborhoods, an area with some challenges, but at the same time bursting with opportunity and resident leadership. We are developing and implementing a resident-centered network organizing model in which relationship development is key and systems change with nonprofits, agencies and policies is the long-term goal. Our focus issues are education, food insecurity, healthy lifestyles, youth supports and building deeply connected communities.

Responsibilities

1. Assist in the development and planning of events and meetings – agendas, logistics, registration, marketing.
2. Assist in the development of planning documents emanating from community process.
3. Take detailed notes at meetings and produce clear final notes for dissemination with quick turn-around.
4. Assist in the development and implementation of participatory research projects.
5. Assist in the development and implementation of Healthy Block Captains, Neighbors Together and other community organizing strategies.
6. Research reports and data that support the learning and deliberations of network partners.
7. Provide general support to partners and facilitators at meetings.

Requirements

1. Comfortable with Microsoft Office, particularly in the use of excel and access
2. Proficient in all facets of event and meeting planning
3. Proficient researcher and comfortable using data
4. A means to travel – a car, a bus, a bike, on foot – any of them work as long as your on-time
5. Willingness to work occasional nights and weekends
6. Humility
7. A sense of humor

Bonus Points

1. Bilingual Spanish/English
2. Group Facilitation Skills

**Training And Development**

We are committed to providing training and hands on opportunity for applying concepts, theories and ideas to the work of the Civic Canopy.

**About The Civic Canopy**

The Civic Canopy has been incorporated as a non-profit for 5 years. We are a small operation with 8 FT/ 1 PT employees and 2 interns from University of Denver Social Work program.

**Technology Requirements**

* E-mail
* Facebook and other social media as is necessary
* DropBox (for sharing files with staff)
* Office suite of programs

**Other Requirements**

Community Organizer Interns will be required to use a computer, be in communication with The Civic Canopy Staff, and meet with supervisor twice a month.

**Meetings**

Interns attend a staff meeting twice a month as part of the internship. All staff meetings are held on Thursdays from 9:30-11:00 am.

**To Apply**

* Please visit www.civiccanopy.org and learn more about our team and work. Please follow the application process for your institution of higher education. For more information email Ana Soler - [ana@civiccanopy.org](mailto:ana@civiccanopy.org).

This position will remain open until filled.