



CITY OF LONE TREE

Job Announcement

Communications Intern – City Manager’s Office

“Incredible potential” is how the Denver Post [describes](#) the City of Lone Tree -- and it’s what we seek in you, our new Communications Intern.

We’re looking for an entrepreneurial, motivated college or graduate student who wants to build and demonstrate project management and communications skills through real-world applications and service to an up-and-coming City in the Denver Metro area. The Communications Intern will play a large role in our relaunch of the City’s social media channels with a refreshed strategy, and they will also assist with overseeing the City’s Youth Commission.

Under the direction of the Assistant to the City Manager and the Communications Manager, the Communications Intern will post updates on the City’s social media channels, help design strategies to build strong relationships with our target audiences, and manage agendas, minutes, and activities of the City’s seven-member Youth Commission for the benefit of the City, the City Council, and the Commissioners.

This is a temporary non-benefitted, entry-level internship in which applicants will gain experience in assisting management staff in the performance of technical and administrative duties.

Applicants should be either currently enrolled in college or university in a related program at the undergraduate or graduate level. Relevant programs could include public relations, public administration, government, non-profit management, business administration, communications, or other. Interns are expected to work 15-20 hours per week from January through December on site at the City of Lone Tree Municipal Building. We can often schedule work hours around your class and school breaks.

To apply: A complete application package will include:

- A cover letter detailing applicant's demonstration of qualifications as listed above and statement of interest in this position.
- Current Resume
- At least 2-3 social media work samples, links, other demonstrations of competence and success - whatever you want to send, and how it all fits together.
- City of Lone Tree Administrative Application
- Copy of College and/or Graduate School Transcripts (Unofficial copies are fine)

The administrative application can be found at the City of Lone Tree's website:
www.cityoflonetree.com/jobs

Completed applications should be sent to: adminhiring@cityoflonetree.com

OTHER DETAILS

Closing Date: Open Until Filled

(Resume review will begin November 21st with an anticipated hiring date of January 2017)

FLSA Status: Part-time Non Exempt

Hiring Rate: \$12 to \$15/Hour (dependent upon relevant experience and education)

Hours: 15-20 per week

All candidates are required to successfully complete a thorough Criminal Background Check and Drug Test.

Website: <http://www.cityoflonetree.com/>

Want to know more?

THE COMMUNITY

The City of Lone Tree (pop: 12,800) is a modern, politically-stable, business-friendly, and family-oriented city. The community is ideally located just 15 miles south of Downtown Denver with easy automobile and light rail transit access to the region, including major sporting events, cultural activities, and two major national airports (Centennial and DIA).

Lone Tree was incorporated in November 1995 and became a Colorado Home Rule City on May 5, 1998. The organizational structure has evolved since its founding and the City now provides municipal services through a mix of in-house professional staff and contracted service providers. The City was formed as a municipal corporation after much of the existing community and basic infrastructure had been built in what was then unincorporated Douglas County, so numerous special districts also provide essential community services and infrastructure. The City of Lone Tree assesses no ad valorem property tax for City operations; however, its significant retail sector generates revenue for City services through a small sales and use tax.

Far from being built-out, Lone Tree is just embarking on its next phase of growth on a unique, 2,000 acre, mixed-use greenfield property served by two interstate interchanges and, soon, by two new light rail stations of the RTD Southeast Extension. At build-out, this area of Lone Tree could eventually triple the City's residential population and add 20 million square feet of commercial space, which would make the City an even more significant part of Colorado's economic engine. Planning for and guiding the development of this project will be a major focus of the City's leadership team for the foreseeable future.

With median household incomes exceeding \$100,000 and a highly educated workforce, the City of Lone Tree is a great place to visit, work, live, play, and communicate. The City of Lone Tree is committed to exceptional quality of life and high-quality development within its boundaries. The City has an efficient, highly skilled staff; informed and well-connected elected officials; and a business-friendly climate.

