Position: Events Intern
Location: Boulder, CO with Remote Work Potential within the Denver/Boulder Metro Area. This position requires access to the Boulder office for assistance with shipping and supplies.
Reporting to: Sr. Coordinator, Events
Status: Non-Exempt

Background
Based in Boulder, CO, Protect Our Winters (POW) is a nonprofit that engages and mobilizes the outdoor sports community to lead the fight against climate change through educational initiatives, political advocacy and community-based activism.

Founded by professional snowboarder Jeremy Jones in 2007, POW works against climate change by turning passionate outdoor people into effective climate advocates. We are a community of athletes, thought pioneers and forward-thinking business leaders working to affect systemic political solutions to climate change. We work hard, but we enjoy taking our meetings to the chairlift or backcountry.

The Opportunity
With a growing number of events and activations, POW is looking for an individual to support our Programs Team. This position will work closely with our Sr. Events Coordinator supporting various logistical needs, as well as coordinating event requests with our staff, communicating with community members and, at times, providing hands-on support with POW events. This position will also lead in distributing toolkits and materials associated with events. Additionally, this position includes administrative work in tracking data in various platforms associated with the organization’s goals. This position will allow you to work with our external outdoor community looking to engage POW and our internal Programs Team, especially our Alliance Team Manager, to fulfill those requests. The ideal candidate will be highly organized, detail oriented and able to self-direct and meet the deadlines associated with each task.

Description of Responsibilities
- **External Event Request Organization & Management**
  - Review and organize event requests from our community
  - Communicate in a timely manner with external parties and event requests
  - Coordinate collecting event information and preparing briefs
  - Connect with staff as needed to support external events
  - Distribution and shipping of event materials
  - Track communications and associated metrics in POW’s CRM and project management platforms
- **Support POW Owned Events**
  - Aid in moderating chat rooms on virtual events
  - Support logistics with upcoming events as needed
  - Distribution and shipping of event materials
- **Collaborate with POW Staff**
  - Participate in weekly check-ins with Sr. Event Coordinator
  - Participate in weekly events meetings
  - Ability to join additional team meetings as assigned
Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Ideal Candidates Will Possess:
- An exceptionally strong academic record, academic or internship experience in the environmental and/or climate change arena preferred but not required
- Experience working in logistics or events planning
- Ability to manage multiple projects with minimal direction in a remote setting
- Ability to work in a fast-paced, mission-driven organization
- An excitement to take on many different types of tasks and assignments
- Excellent communication skills
- Comfort with all standard software programs (Microsoft Word, Excel, PowerPoint) as well as Google Suite (Documents, Sheets, Slides)

Details of Position
The internship position will be 32 hours per week for 24 weeks to be determined between June 2022 and November 2022 reporting to the Sr. Events Coordinator. The position will be compensated at $20 hourly.

Location
The position is located in Boulder, Colorado with remote work potential for candidates, however the candidate does need to be within reasonable driving distance of the Boulder office location.

To Apply
Please send your resume and no more than 300 words on what skills you hope to gain and what skills you bring to the table in this internship to work@protectourwinters.org with ‘Events Intern’ in the subject line by June 1, 2022.

At POW, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. POW believes that building diversity is critical to the success of a global organization. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool.