



3001 Brighton Blvd  
Suite 623  
Denver, CO 80216  
[www.FirstDescents.org](http://www.FirstDescents.org)

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## –PROGRAM INTERN JOB DESCRIPTION –

The Programs Department at First Descents is in need of a highly organized, self-motivated and passionate Programs Intern to support the coordination and execution of programs. This position is based at our Denver office. The Programs Intern must have strong written and verbal communication skills, excellent organizational skills, strong computer skills and the willingness to support the Programs Department in a wide range of tasks and duties. It is imperative that the Programs Intern embodies the FD culture, and is passionate about the participants, building sustainable adventure communities and the mission of First Descents.

“Out Living It” is our motto and sums up what we value at First Descents. Saying it’s important is an understatement. We live, breathe and sweat it every day – and the newest member of our team will too.

### RESPONSIBILITIES:

Reporting to the Community Engagement Manager and supporting the Programs Coordinators, the Programs Intern will aid in the organization, planning and execution of First Descents programs, and will have the following responsibilities:

### PARTICIPANT COMMUNICATIONS:

- Regular phone and email correspondence with future applicants and alumni
- Assistance in program planning, program registration, form submissions, program selection and general inquiries
- Involvement in local First Descents events and fundraisers may also be necessary

### ADMINISTRATIVE SUPPORT:

- Support in the preparation, packaging and shipping of program supplies
- Monitor the inventory of program supplies including medical supplies and equipment, t-shirts, awards etc.
- Mailing, filing, scanning, database organization, and other administrative duties
- Assist the Program Coordinators in arranging travel for First Descents’ staff

### INSIDE DETAILS:

This internship is based at our HQ in Denver, CO. This is an unpaid position with a performance based stipend of up to \$1,000 upon the completion of the program. The Programs Intern is expected to contribute 15-25 hours per week at our HQ office on weekdays between 8:30am-4:30pm (exact schedule is flexible). Our ideal candidate will be available to start in August. If you are a student, First Descents will work with you and your academic advising team to customize goals, responsibilities and projects to meet the academic internship requirements.

### APPLY:

To get started, send your resume as well as a cover letter to [internships@firstdescents.org](mailto:internships@firstdescents.org). We want to get to know the real you and why you would be a great addition to our team – be sure to let this shine through on your cover letter.

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## – MISSION –

*First Descents provides life-changing outdoor adventures for young adults impacted by cancer.*