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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 and mission of First Descents.

### **RESPONSIBILITIES:**

Reporting to the Senior Manager of Program Delivery 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:** The majority of this intern's responsibilities will be regular phone and email correspondence with future applicants; including assistance in form submissions, program selection and general inquiries. Involvement in local First Descents events and fundraisers may also be necessary.

**ADMINISTRATIVE SUPPORT:** The Programs team needs 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, database organization, and other administrative duties as needed to support the Programs Department. Another requirement will be to assist the Program Coordinators in arranging travel for First Descents' participants.

**ATTEND A FIRST DESCENTS PROGRAM:** The Program Intern will have the opportunity to attend a weeklong program and volunteer as part of the FD team to enable the best possible experience for the participants. Travel assistance will be provided.

**OUT LIVING IT:** It's our motto and succinctly sums up our core values of adventure, challenge, community, humility, and humor. Saying it's important is an understatement. We live, breathe and sweat it every day – and as the newest member of our team, you will too.

### **INSIDE DETAILS:**

This is a stipend based position based at our HQ in Denver, CO. The Programs Intern is expected to contribute 15-25 hours per week for three months at our HQ office on weekdays between 8:30am-4:30pm (exact schedule is flexible). Our ideal candidate will be available to start in May. 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. First Descents hires interns on a rolling basis.

### **APPLY:**

To get started, send your resume as well as a cover letter to [programs.jobs@firstdescents.org](mailto:programs.jobs@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.