



BGBG Intern Positions

The Boulder Green Building Guild (BGBG) is an association of building professionals dedicated to promoting healthier, resource-efficient homes and workplaces. We strive to advance the craft of green building; support our members' environmentally-responsible endeavors; provide effective volunteer opportunities; and be the focal point for communication on green building. Our vision is to empower people to build healthy, resource-efficient communities.

We have ongoing needs for interns with an interest in communications focused on *green*.

Send us your resume and what you are most interested in. YOU may send a resume a short bio to info@bgbg.org with subject line INTERNSHIP

Website editor

Tasks:

- Updating website content including calendar listings
- Creating and building web pages using WYSIWYG editor. Knowledge of html helpful but not necessary
- For the right intern we have a couple of big webpage projects we would like help with including building a forum and redesigning features of our website using javascript and other tools.

Marketing/ Events Coordinator

Tasks:

- Attend monthly BrownBags and assist with registration in conjunction with the member manager
- Oversee Farmers Market outreach in the summer
- Assist in event coordination including but not limited to picking up donations for events
- Assist in distribution of marketing material related to events

Marketing/ Graphic Design Assistant

Tasks:

- Assist in the design of flyers for events
- Assist in creating ENews each month
- Assist in creating other marketing collateral for events
- Promote events through media outlets and social media network
- Manage BGBG Facebook page
- Attend events as necessary and promote BGBG