



BGBG Footprint Radio/ Podcast Assistant Intern Description

Areas of Study: Communications, Digital Media Studies

Skill Level: Entry Level

Position Type: Unpaid

Organization Overview: 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.

Position Overview: This intern will act as associate producer per episode of Footprint Radio, BGBG's monthly informational green Building radio show. Responsibilities will include, but are not limited to:

- Track progress of Podcast team and assist as necessary includes research, etc.
- Outline speakers and qualifications/resume
- Acquire contact information for potential speakers
- Contact Speakers to determine interest
- Initial Research - websites, books, publications, past interviews, compile information, create starter questions
- Write up show flow and verbage to fit time
- Be trained to edit audio files for final airing at KGNU
- Assist with editing show and getting it to the website for download

Desired Qualities:

- Confident, social and responsible
- Attentive to detail
- Work well with deadlines
- Work well individually and as part of a team
- Enjoy fast-paced environment
- Knowledge of Audio editing software
- Ability to complete requirements to utilize KGNU Studio editing studios

Requirements:

- Be working toward Bachelors or Masters degree in Journalism, Marketing, Communications, or Public Relations
- Excellent writing and editing skills
- Comfort working in a rapidly evolving environment
- Nonprofit interest preferred
- Strong computer skills (Word, Outlook, Publisher)
- Strong organizational skills

Contact: Meagan Forney
Membership & Outreach Manager
303.447.0901
meagan@bgbg.org