



*A Health Equity Foundation*

## POSITION DESCRIPTION

**POSITION TITLE:** Intern – San Luis Valley (Alamosa)  
**DEPARTMENT:** Community Partnerships & Grants  
**REPORTS TO:** Community Partner, South Central Colorado (Alamosa)  
 Part-time hourly, non-exempt

### **The Colorado Trust**

The Colorado Trust (The Trust) is a health equity foundation dedicated to ending inequalities that affect racial, ethnic, low-income and other vulnerable populations. When the nonprofit PSL Healthcare Corporation was sold to a for-profit organization in 1985, the proceeds of the sale were used to create The Trust. Since then, The Trust has worked closely with communities and nonprofit organizations throughout the state to improve the health and well-being of Coloradans.

The Trust strives to maintain a diverse workforce that reflects the communities we serve.

### **General Contract**

The Trust seeks to hire a dynamic individual for a part-time, temporary internship for the summer of 2019, with the potential for an extended internship through the end of the year. The intern will work closely with the community partner and regional associate to support The Trust's Community Partnerships efforts in the San Luis Valley. ([Click here to learn more](#) about The Trust's Community Partnerships effort.) We strongly encourage individuals who are invested in racial and health equity to apply.

### **Qualifications**

- Ability to be engaged in an ongoing process of learning to improve knowledge and practices that promote a culture of equity
- Commitment to health and race equity
- Ability to work well on a team, foster healthy team dynamics and manage conflict
- Ability to plan, set up and help coordinate meetings
- Strong verbal and written communication skills, with the ability to work with people across varying backgrounds and experience levels
- A positive attitude, with the ability to bounce back after setbacks
- Ability to work independently, plan effectively, manage time and prioritize workload
- Sensitivity to power dynamics and a belief in anti-oppression values
- Ability to effectively communicate via telephone, email and, most importantly, in person
- Ability to speak, read, write and understand English
- Bilingual in English and Spanish preferred
- Thorough knowledge of Microsoft Office.

### **Responsibilities**

The intern will primarily support the community partner and regional associate in the development of a new resident team. This will include:

- Identifying residents who reflect community demographics, on an ongoing basis

- Scheduling community meetings
- Assisting with administrative logistics, with the support of the South Central Colorado regional administrative assistant
- Organizing meeting logistics to include food, space, tables, chairs and other essentials
- Documenting meetings and conversations through use of prepared forms. This may include:
  - Writing summaries of meetings or events
  - Collecting sign-in sheets
  - Having participants complete consent forms
  - Collecting demographic information from participants
- Reading and summarizing local newspaper articles for the community partner
- Co-facilitating community convenings as able
- Attending relevant trainings as available and able
- Other duties as assigned.

### **Salary Range**

\$15 per hour, approximately 10 hours per week and not to exceed 999 hours per year.

### **Travel**

Work-related travel (pre-approved by The Trust) is reimbursable at the standard IRS mileage rate. Must possess valid driver's license.

### **Equipment**

The intern is responsible for their own computer, phone, internet and vehicle.

### **Location**

The intern is expected to primarily work out of their own home and in community meeting spaces. Office space is limited for this position.

### **Physical Demands**

Frequent standing, sitting at a desk, operating a computer, and face-to-face interactions with co-workers, organizational partners and community members. Infrequent lifting of objects weighing up to 30 pounds may be required. Special accommodations may be made when necessary.

### **To Apply**

Please submit a detailed letter of interest and résumé. Electronic submission by email to [humanresources@coloradotrust.org](mailto:humanresources@coloradotrust.org) is preferred. Alternatively, submissions may be sent via fax to (303) 839-9034; or, via mail to:

The Colorado Trust  
Attn: Human Resources  
1600 Sherman St.  
Denver, CO 80203

**The deadline to apply for this position is end of day on Friday, May 24, 2019.**

The Trust seeks talented, team-oriented individuals, dedicated to our goal of advancing the health and well-being of the people of Colorado. Additionally, as an Equal Opportunity Employer, we welcome a diversity of perspectives and experiences among our staff. For more information, please visit [www.coloradotrust.org](http://www.coloradotrust.org).