



Office of Economic Development and International Trade

Job Title: International/Destination Development Intern
Job Location: 1625 Broadway, Suite 2700 Denver CO 80202
Reports to: Director, International Tourism; Director, Destination Development
Compensation: \$1,500 Stipend

The mission of the Colorado Tourism Office (CTO) is to drive traveler spending through promotion and development of compelling, sustainable travel experiences throughout our four-corner state. The CTO promotes Colorado to travelers through domestic and international marketing, public relations, social media, the Official State Vacation Guide and colorado.com and provides traveler services at Colorado Welcome Centers. The CTO collaborates with destination marketing organizations, local communities, industry associations, government agencies and private businesses both to market Colorado to travelers and support development of new travel opportunities. The CTO is focused on a vision to position Colorado as the premier U.S. destination for active, outdoor and unique experiences that make you feel truly alive. The FY18 budget is \$19 million.

POSITION:

Although this position will work primarily with two CTO programs, Destination Development and International Tourism, the intern will have the opportunity to assist and acquire experience in all areas of the CTO. Responsibilities will include assisting program directors for both Destination Development and International Program with various administrative projects, as well as event planning and implementation, most notably for the IPW Trade Show May 19-23, 2018, in Denver.

KEY DUTIES AND RESPONSIBILITIES:

Administrative – Destination Development

- Assist with execution of destination development training programs by providing logistical support
- Prepare reports and presentations
- Provide support to destination development grant efforts and assisting with outreach to program participants.

Administrative – International

- Work with the International Team to assist in planning of CTO participation in the IPW Trade Show. This includes coordination and planning of events, including, but not limited to: meetings with international representatives; planning, coordination and check-in for Taste of Colorado Night and Colorful Crafted Colorado Night; trade show participation; and familiarization tour activities following the show.





- Assist International Team in input of post-trade show notes
- Assist the International Coordinator to prepare, distribute and maintain regular correspondence such as meeting agendas, committee meeting summaries, etc.

Other Administrative

- Attend weekly International Team meetings
- Attend monthly committee meetings (both International and Destination Development)
- Attend bi-monthly CTO board meetings
- Assist with special projects as needed

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

This position requires a self-starter who is outgoing, enthusiastic and has a positive attitude plus good judgment. Candidates should have exceptional organizational skills and attention to detail; strong oral and written communications skills; problem solving acumen; and demonstrate personal integrity, confidence, diplomacy as well as flexibility. Excellent proficiency in Google Apps and Microsoft Word, PowerPoint, and Excel is essential.

TIME COMMITMENT:

Anticipated time of internship is March 1, 2018 – May 31, 2018. Full-time work is anticipated, as well as additional hours for event coverage.

EDUCATION AND EXPERIENCE:

The ideal candidate is an undergraduate junior, senior or newly graduated with a degree in tourism, marketing and/or communications with some experience in event planning.

Job Application Process:

Applicants should submit a cover letter, resume, and references *in one document* to The Office of Economic Development and International Trade by e-mail at oedit.info@state.co.us with the subject line “CTO Intern” by 1/31/18. Due to the large volume of resumes we receive, we do not acknowledge receipt of each resume and are unable to give status updates. If a strong match is found between your qualifications and the requirements of the position, a member of the recruiting staff will contact you to further discuss the career opportunity.

