



Colorado Neurodiversity Chamber of Commerce

About Our Internship Program

This opportunity is part of the **CNDCC Neuroinclusive Internship Program**, designed to provide meaningful hands-on experience, professional development, mentorship, and opportunities to build new skills in a flexible and supportive environment.

Before applying, we encourage you to review our **CNDCC Neuroinclusive Internship Program Guide** to learn more about our neuroinclusive approach, internship expectations, time commitment, unpaid internship structure, accessibility and accommodations, and what you can expect from your experience with CNDCC.

View the CNDCC Neuroinclusive Internship Program Guide

→ [CLICK HERE](#)

Marketing & Communications Intern

Purpose

Help tell the Chamber's story by creating engaging content that highlights our members, programs, events, and impact while supporting consistent communication across multiple platforms.

What You'll Learn

During this internship, you'll have opportunities to learn about:

- Nonprofit and membership organization marketing
- Social media strategy and content development
- Digital communications
- Email marketing and newsletters
- Website content management
- Brand communication and storytelling
- Content planning and scheduling
- Professional writing for different audiences
- Reviewing communication performance and engagement

What You'll Do

- Create social media graphics and written content
- Schedule social media posts
- Assist with email newsletters
- Write member spotlights and success stories
- Update website content as needed
- Create graphics using Canva or similar design tools
- Assist with press releases and community announcements
- Review communication performance and identify opportunities for improvement
- Help organize digital marketing materials and content calendars

This internship is well suited for individuals who enjoy writing, design, creativity, and digital communication. Public speaking or attending large events is **not** required.

What We're Looking For

- Strong written communication skills
- Attention to detail
- Creativity and willingness to learn
- Ability to manage projects and meet deadlines
- Interest in marketing, communications, nonprofit work, or community engagement

Skills You Can Build During This Internship

You do not need experience in all of these areas to apply. If you're eager to learn, we'll provide opportunities to develop skills and gain hands-on experience with:

- Canva or similar graphic design tools
- Social media management (Facebook, Instagram, and LinkedIn)
- Email newsletters and email marketing platforms

- Website content updates
 - Content planning and scheduling
 - Professional writing for digital communications
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Workforce Development Intern

Purpose

Support neurodivergent job seekers by helping connect individuals with employment resources while assisting the Chamber's workforce development initiatives.

What You'll Learn

During this internship, you'll have opportunities to learn about:

- Workforce development
- Neuroinclusive employment practices
- Career and employment resources
- Community resource development
- Research and information organization
- Professional communication
- Resource guide and toolkit development
- Nonprofit workforce initiatives

What You'll Learn

With guidance and support from CNDCC staff, you may:

- Assist with workforce development projects and initiatives
- Assist staff in responding to inquiries from job seekers
- Help share employment resources, NeuroTalent opportunities, and community programs
- Assist with developing employment resource guides and toolkits
- Research career fairs, networking events, employment programs, and other workforce opportunities
- Help create and maintain a calendar or organized database of workforce-related opportunities and resources
- Assist with communications related to workforce initiatives
- Support research projects related to neuroinclusive employment and workforce development

Much of this work involves research, written communication, and resource development, making it a great fit for someone who enjoys organized, project-based work.

What We're Looking For

- Strong organizational skills
- Written communication skills
- Interest in helping others
- Ability to research information and summarize findings
- Willingness to learn

Skills You Can Build During This Internship

You do not need experience in all of these areas to apply. If you're eager to learn, we'll provide opportunities to develop skills and gain hands-on experience throughout your internship.

- Workforce development and career readiness initiatives
- Researching employment resources and community programs
- Organizing information using spreadsheets and shared databases
- Creating resource guides and toolkits
- Professional communication with job seekers and community partners
- Customer service and responding to inquiries
- Understanding nonprofit workforce programs and community engagement
- Learning about careers in human resources, psychology, occupational therapy, rehabilitation counseling, social work, business, nonprofit leadership, and related fields



Events & Programs Intern

Purpose

Help create welcoming, organized, and engaging Chamber programs that strengthen community connections throughout Colorado.

What You'll Learn

During this internship, you'll have opportunities to learn about:

- Event and program planning
- Project coordination
- Event timelines and logistics
- Registration management
- Attendee communications
- Website and event calendar management
- Nonprofit program operations
- Post-event follow-up and evaluation

What You'll Do

With guidance and support from CNDCC staff, you may:

- Assist with planning Chamber programs and events
- Prepare event materials and planning documents
- Track registration lists and attendee information
- Communicate with members and registered attendees before events
- Help coordinate event timelines and planning details
- Ensure Chamber events and programs are accurately listed on the website and event calendar
- Assist with post-event communication and follow-up
- Help organize program resources and materials

While this internship supports Chamber events, much of the work happens before an event through planning, organization, communication, and preparation. Attending every event is **not** required.

What We're Looking For

- Strong organizational skills
- Attention to detail
- Ability to manage multiple projects
- Written communication skills
- Interest in event planning or nonprofit programming

Skills You Can Build During This Internship

You do not need experience in all of these areas to apply. If you're eager to learn, we'll provide opportunities to develop skills and gain hands-on experience throughout your internship.

- Event planning and program coordination

- Project planning and organization
 - Creating event timelines and planning documents
 - Professional communication with members, attendees, and community partners
 - Tracking registrations and organizing event information
 - Website and event calendar management
 - Post-event follow-up and evaluation
 - Nonprofit event operations and community engagement
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Business Development & Membership Intern

Purpose

Support the Chamber's growth by assisting with membership development, business outreach, and relationship-building while helping connect organizations with neuroinclusive resources and opportunities.

What You'll Learn

During this internship, you'll have opportunities to learn about:

- Chamber of commerce and membership organization operations
- Business development
- Membership recruitment and engagement
- Member retention
- Business and community research
- Professional outreach and written communication
- Partnership and sponsorship research
- Membership database organization

This internship is ideal for someone who enjoys research, organization, and building professional relationships through thoughtful communication.

What You'll Do

With guidance and support from CNDCC staff, you may:

- Research prospective member organizations
- Assist staff with membership outreach
- Support membership renewal communications and projects

- Assist with organizing and updating membership information in the Chamber's membership database
- Research potential sponsors, partners, and community organizations
- Help organize and track membership and outreach activities
- Assist with written member communications
- Support special membership and business development projects

What We're Looking For

- Written communication skills (email, shared documents, messaging platforms)
- Comfortable with occasional verbal communication (virtual meetings, phone calls)
- Strong organizational skills; able to manage multiple tasks and keep accurate records
- Attention to detail in research, recordkeeping, and communications
- Interest in business, nonprofit work, membership services, or community engagement
- Willingness to learn and receive feedback

Skills You Can Build During This Internship

You do not need experience in all of these areas to apply. If you're eager to learn, we'll provide opportunities to develop skills and gain hands-on experience throughout your internship.

- Business development and membership outreach
- Researching prospective members and community partners
- Building professional relationships through thoughtful communication
- Membership engagement and retention strategies
- Organizing and maintaining membership information
- Sponsorship and partnership research
- Professional written communication
- Understanding nonprofit membership organizations and community engagement

Who Can Apply?

You do **not** need to be enrolled in college to apply.

We welcome applicants from a variety of educational and professional pathways, including:

- College or university students
- Recent graduates
- Community college students
- Students participating in certificate, technical, or workforce training programs
- Career changers
- Veterans
- Self-taught individuals building professional skills
- Individuals with relevant volunteer, school, community, freelance, or personal project experience
- Individuals looking for an opportunity to gain professional experience

Relevant experience does not have to come from a traditional paid job. School projects, volunteer activities, community involvement, leadership experiences, freelance projects, personal projects, and other experiences may all be relevant.

You do **not** need to identify as neurodivergent to apply. CNDCC welcomes neurodivergent and neurotypical applicants who are interested in learning, developing their skills, and supporting our mission.