

**Job title:** Intern

**Job objective:** To provide an open learning platform for students to seek participation in order to promote advocacy, awareness, and best practices within the cannabis industry.

**Employment length:** September to December

**Job description:** The Intern will be responsible for assisting the Communications and Research Department in researching current local, state, federal, and international cannabis regulations, managing internal content, and assisting with client deliverable items. Additionally, the Intern will provide support to other staff by organizing materials, managing data, and other duties determined necessary to contribute to the overall mission of the organization. Critical to the success of the organization, the Intern must exude professionalism, charisma, and ambition.

**Job skills:** Key responsibilities, experience, and requirements include:

- Research
- Writing
- Data Management
- Attention to Detail
- Strong Verbal Communication
- Time Management
- Adaptability

**Job duties:** The Intern will report directly to the appointed lead supervisor and is responsible for ensuring all assigned jobs duties and tasks are completed in a timely manner. The Intern will work closely with other staff members as deemed fit, which is dependent on clientele and current workload. The main job duties will include:

- Research Support
  - Update local, state, federal, and international cannabis laws and regulations.
  - Identify competitors in specific operating lanes
- Communications Support
  - Monitor news outlets and media sources
  - Summarize current and relevant articles
- Administrative Support
  - Assist with organizing and filing materials
  - Assist with compliance documentation and requirements

Please send a cover letter and resume to [internships@denverreliefconsulting.com](mailto:internships@denverreliefconsulting.com) with your first and last name in the subject line if you are interested in the position. **The closing date for accepting applications will be August 19.** Due to influx and volume of applications, we will only reach out to the most qualified candidates. No phone calls please.