



Announcement

Volunteer Internship

Colorado Dragon Boat Festival

Colorado Dragon Boat

Colorado Dragon Boat is a 501(c)3 nonprofit organization that encompasses the Colorado Dragon Boat Festival, the Colorado Dragon Boat Film Festival, and the AAPI Emerging Leaders Program. The mission of Colorado Dragon Boat is to build bridges of awareness, knowledge, and understanding between the diverse AAPI communities and the general public through cultural education, leadership development, and athletic competition. For more information about Colorado Dragon Boat, visit www.cdbf.org.

Position Summary

We are looking for a highly motivated individual who is able and willing to help with office organization, categorization & administration tasks. Below are the main tasks we are looking for assistance with.

- Scanning of historical records
- Organization of office
- Organization and categorization of photographs and documents (both physical copies and digital)
- Some heavy lifting
- Preferred Google Drive experience

Reports to: Executive Director

Position Status: Part Time/ Flexible

Location: In office (Wheat Ridge) & Remote

Please email interest to:

Sara Moore, Executive Director, Colorado Dragon Boat
3000 Youngfield St., Ste. 140, Wheat Ridge, CO 80215
E-mail: sara@cdbf.org