

Live the Victory, Inc.  
415 Mason Court #1  
Fort Collins, CO 80524  
Federal ID # 20-2894339



## EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.

*Unpaid position (course credit, unlimited coffee, and fun office culture available!)*

**Position:** Fall Development and Communications Intern

**Job Description:** Assists The Matthews House development staff in creating social media and blog posts, and supports fundraising and other events.

**Supervised By:** Volunteer & Communications Coordinator

### QUALIFICATIONS:

- Excellent written and verbal skills
- Graphic design experience preferred
- Experience taking photos, managing a social media account is a plus
- Must possess basic computer skills (Word, Excel, Google, Email), organizational skills and be detail oriented
- Must be a self-motivated, demonstrate a positive attitude, be hard working and teachable
- Must demonstrate creativity, initiative and the ability to work both independently and as a team player
- Criminal background check at the state and national level required
- Must be available 10-15 hours per week
- Culturally sensitive and aware
- Understanding of The Matthews House mission and culture
- Ability to problem solve and maintain cooperative relationships with staff, volunteers, and participants
- Occasional weekend and evening availability

### RESPONSIBILITIES MAY INCLUDE:

- Create social media and blog posts
- Create flyers, brochures and marketing materials as needed
- Photograph activities and events
- Edit photos and videos in high quality
- Assist with data organization and entry
- Communicate consistently and openly with Volunteer & Communications Coordinator