

**Live the Victory, Inc.**  
**dba The Matthews House**  
**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.

## **POSITION | DEVELOPMENT + COMMUNICATIONS INTERN**

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

## **JOB DESCRIPTION**

Assists The Matthews House development team in creating social media and blog posts and providing support for fundraising opportunities and events.

## **SUPERVISION BY**

Development + Communications Coordinator

## **QUALIFICATIONS:**

- Excellent written and verbal skills
- Graphic design experience preferred
- Experience taking photos, managing a social media account preferred
- Must possess basic computer skills (Word, Excel, Google, Email), organizational skills and be detail oriented
- Must be self-motivated, teachable, and demonstrate a positive attitude
- 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
- Ability to problem solve and maintain cooperative relationships with staff, volunteers, and participants Occasional weekend and evening availability

## **RESPONSIBILITIES:**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Create social media and blog posts

- Support event planning and preparation for spring fundraising opportunities and events
- Communicate with potential donors while assisting with annual gala auction
- 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 Development Associate

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[www.TheMatthewsHouse.org](http://www.TheMatthewsHouse.org)

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