

**Live the Victory, Inc.**  
**415 Mason Court, #1**  
**Fort Collins, CO 80524**



## **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.

### **The Matthews House**

**Position:** Development & Communications Internship

**Job Description:** Responsible for marketing, communications, and assisting the Development Director in event planning, donor management

**Supervised by:** Development Director

### **QUALIFICATIONS:**

- Ability to take and edit photos and videos preferred.
- Social Media experience
- Demonstrated ability to perform and prioritize multiple tasks with excellent attention to detail
- Very strong interpersonal skills
- Expert level written and verbal communication skills
- Highly resourceful team-player with the ability to also be effective independently
- Must be a self-starter and have demonstrated success working in a deadline driven environment.
- Knowledge of routine software and business application including, but not limited to, word processing, spreadsheets, presentation software, and databases.
- Proven ability to handle confidential information with discretion

### **RESPONSIBILITIES:**

- Create agency-wide external communications, including newsletters, annual reports, social media, flyers, blogs etc.
- Manage aspects of special event planning.

- Maintain constant improvement in contact lists and customer relation management systems, including report generation
- Maintain accurate donor contacts and donor activities in database

**Special requirements:** Candidate must possess the leadership qualities and personal characteristics necessary for working effectively with fragile families. Must have solid relationship skills necessary to engage families and collaborate with professional service providers, including Larimer County Department of Human Services. Frequent operation of office equipment is required. Candidate must possess good moral character.