



JOB TITLE Marketing Intern
REPORTS TO Director of Communications
FSLA STATUS N/A
LOCATION Boulder, CO

SUMMARY OF POSITION

The Marketing Intern will be supervised by Attention Homes' Director of Communications. We are seeking someone who is proficient with social media platforms and has a willingness to learn other marketing related tasks involving graphic design, website editing, and proofreading. They also should be willing to take on a plethora of tasks to support the growth of our marketing presence digitally and in print.

RESPONSIBILITIES

- This is an unpaid internship at 8-10 hours per week.
- Assist with updating materials with rebrand guidelines.
- Manage social media platforms and grow presence (FB, Instagram, Twitter, YouTube).
- Assist with the promotion of Attention Homes' fundraising events.
- Design smaller marketing pieces.
- Assist with the overall execution of direct mailings.
- Update website content (WordPress).
- Proofread copy on communications pieces and provide feedback.
- Maintain appropriate professional boundaries.
- Accept and act upon feedback from team members and supervisor(s).
- Attend any external trainings as needed and seek out external trainings to promote your own, and the agencies' development.

TO APPLY

Email resume and cover letter to: mshirley@attentionhomes.org

ABOUT ATTENTION HOMES

Attention Homes is a safe resource for youth in crisis by providing shelter, structure, and access to crucial services so that homeless and displaced youth can become stable, independent members of our community and achieve their potential. Established in 1966 by a group of thoughtful and concerned community members who believed that what young people needed was 'attention, not detention', today our organization has evolved to servicing over 8,200 youth ages 12-24. Presently, we operate a Runaway and Homeless Shelter including street outreach, a day drop in center and overnight emergency shelter; as well as a Residential Child Care Facility for youth requiring out of home placements. We are a not-for-profit organization, registered as a 501(c)3. For more information, visit www.attentionhomes.org.

Last updated: August 23, 2019