



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

Attention Homes is a drug-free workplace. Candidates and employees must be able to pass a criminal background check.

Attention Homes is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are strategically invested in creating an equitable, diverse and inclusive work environment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, [...], family or parental status, or any other status protected by the laws or regulations in the locations where we operate.



ABOUT ATTENTION HOMES

Attention Homes provides housing and supportive services to young people ages 12-24.

Through a continuum of care, we move young people from the streets or unsafe living situations into programs that support their education, employment, housing situation, and overall well-being to successfully launch into adulthood. We operate a Residential Care Facility for youth requiring out of home placements; a Runaway and Homeless Shelter including street outreach, a daytime drop-in center and overnight emergency shelter; a Transitional Living Program, and a supportive housing project. We are a not-for-profit organization, registered as a 501(c)3. For more information, visit www.attentionhomes.org

Last updated: February 13, 2020