



## Job Description: Affiliate Support Intern

### Organizational Background

Habitat for Humanity International was founded in 1976 by Millard and Linda Fuller. Habitat for Humanity builds simple houses with no-profit mortgages affordable to families with low incomes. Partner families invest hundreds of hours of their own labor into the building of their home and the homes of their neighbors, and connect with their community as they work side by side with volunteers.

Habitat for Humanity of Metro Denver was the first affiliate in Colorado founded in 1979. Today 25 affiliates are building safe, decent, affordable homes in 45 Colorado communities for hardworking, low income families.

Founded by affiliates in 1992, Habitat for Humanity of Colorado is a nonprofit 501(c)(3) corporation whose purpose is to build the capacity of affiliates by increasing access to resources, facilitating communication between affiliates and the community, and providing statewide leadership toward the creation of thriving communities that support healthy families.

Together, the Habitat for Humanity family serves hundreds of Colorado families each year as we partner with them to build, renovate, and repair safe, decent, and affordable homes. In addition, we shelter hundreds more by participating in our global ministry through the tithe and Global Village.

### Job Summary

This is an unpaid internship. The position is responsible for supporting HFHC's efforts in maintaining positive and supportive relationships with 25 Habitat for Humanity affiliates as well as donors and funders. This position will report to the Communications and Operations Associate, Elizabeth Shultz. Elizabeth recently graduated from Regis University with a Masters in Nonprofit Management.

This position is an excellent opportunity to start a career in the nonprofit industry. The Intern will have an opportunity to work alongside the Executive Director, Director of Training and Development, and Director of Strategic Initiatives in fundraising, grant management, and event planning. This position may also allow the intern to travel with staff to meet other affiliates, attend trainings in order to expand their knowledge, and meet with Colorado State Legislators.

Additionally, the position is responsible for general office management, administrative tasks including answering phones, copying and filing, scheduling travel and meeting planning (internal and external) and providing logistical support for special events and trainings. Other duties will be assigned.

## Semester Focus

- Fall Semester: Resource Development (Mid-August – Early December)
  - Resource Development/Fundraising
    - Learn how to prospect research corporate, foundation, and government funding and submit one grant/sponsorship request on behalf of the organization.
    - Assist in fundraising campaigns and stewardship of donors
    - Learn and develop donor databases and mailing lists
    - Learn about budgeting and planning and assist in the development of a fundraising plan
  - Training
    - Assist in the scheduling and logistics of trainings and networking meetings
    - Prepare training materials and meeting agendas
  - Governance
    - Interact with and provide information to Board members and attend a board meeting.
    - Prepare correspondence, reports, and meeting agenda packets
  - Communications
    - Gain knowledge in website design and assist with maintaining an up-to-date website
    - Assist with coordinating the distribution of the e-newsletter.
- Spring: Advocacy (Mid-January – Early May)
  - Advocacy and Public Policy
    - Assist in the scheduling and logistics of advocacy efforts. This includes assisting with the coordination and planning of HFHC's annual legislative day at the capitol.
    - Attend alongside other affiliates meetings with legislators to discuss affordable housing.
    - Prepare collateral materials for distribution to legislators and the public
    - Coordinate the distribution of messaging focused around legislative priorities
  - Fundraising
    - Learn how to prospect research corporate, foundation, and government funding and submit one grant/sponsorship request on behalf of the organization.
    - Learn and develop donor databases and mailing lists
  - Training
    - Assist in the scheduling and logistics of trainings and networking meetings
    - Prepare training materials and meeting agendas

- Governance
  - Interact with and provide information to Board members and attend a board meeting.
  - Prepare correspondence, reports, and meeting agenda packets
- Communications
  - Gain knowledge in website design and assist with maintaining an up-to-date website
  - Assist with coordinating the distribution of the e-newsletter.
- Summer: Communications (Mid May – Early August)
  - Communications
    - Gain knowledge in website design and assist with maintaining an up-to-date website
    - Learn and develop databases, online forms, and mailing lists
    - Interact with and provide information to affiliates and the general public
    - Assist with coordinating the distribution of the e-newsletter.
    - Work alongside staff in the development of a communications calendar
  - Fundraising
    - Learn how to prospect research corporate, foundation, and government funding and submit one grant/sponsorship request on behalf of the organization.
    - Assist in fundraising campaigns and stewardship of donors
  - Training
    - Assist in the scheduling and logistics of trainings and networking meetings
    - Prepare training materials and meeting agendas
  - Governance
    - Interact with and provide information to Board members and attend a board meeting.
    - Prepare correspondence, reports, and meeting agenda packets

Administrative Job Duties (include but are not limited to):

- Volunteer with a nearby Habitat for Humanity affiliate for one day of building, or one day in the ReStore.
- Coordinate outgoing mail, packages, and deliveries
- Assist in ordering general office supplies
- Carry out routine office activities such as copying, filing, assisting with conference arrangements, special correspondence, etc.
- Performing miscellaneous job-related duties as assigned

## Specific Experience and Skills

- A. Extensive experience with Microsoft Office Suite as well as Internet research abilities and strong verbal & written communication skills
- B. Highly developed organizational skills and meticulous attention to detail
- C. Ability to foster collaborative, service-oriented relationships.
- D. Must be proficient in the use of standard office equipment.

## Requirements

- A. Currently enrolled with a college or university desirable
- B. Interest in affordable housing and nonprofit operations

**To apply for this position please email your resume and cover letter to: [info@habitatcolorado.org](mailto:info@habitatcolorado.org).  
List “Affiliate Support Intern\_REQUESTED SEMESTER” in the subject line of your email and  
please NO phone calls.**