



Job Description: Affiliate Support Intern

Organizational Background

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.

Founded by affiliates in 1992, Habitat for Humanity of Colorado (HFHC) 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. Currently, there are 25 affiliates across Colorado building in 45 communities.

Job Summary

Habitat for Humanity of Colorado's internship program is designed to academically challenge students as they examine the effective management of people working in nonprofit organizations (NPOs). The position is customized to fulfill requirements set by the students' university and provides professional development toward the students' interests and academic focus. The position also supports HFHC's efforts in maintaining positive and supportive relationships with 25 Habitat for Humanity affiliates as well as donors and partners.

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 Organizational Development, Communications and Marketing Manager, and Grants and Loan Manager in fundraising, grant management, event planning, advocacy, research, and marketing. This position may also allow the intern to travel with staff to meet other affiliates, attend trainings, and special events.

The position is responsible for general office management, administrative tasks including answering phones, copying and filing, database management, and providing logistical support for events. Other duties will be assigned.

Intern Responsibilities

Each intern's responsibilities will be customized to fulfill requirements set by the student's university and provide professional development toward the student's interests and academic focus.

The following responsibilities may be included (but are not limited to):

- **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 maintain donor databases and mailing lists.
 - Learn about budgeting and planning and assist in the development of a fundraising plan.
- **Advocacy and Public Policy**
 - Assist in the scheduling and logistics of advocacy efforts.
 - Attend meetings, alongside affiliates, with legislators to discuss affordable housing.
 - Prepare collateral materials and coordinate the distribution of messaging focused around legislative priorities to the public, including local and state officials.
 - Conduct miscellaneous research projects to help further advocacy efforts.
- **Communications**
 - Gain knowledge in website design and assist with maintaining an up-to-date website
 - Examine marketing and messaging techniques that are used by NPOs and design, develop and implement strategies for cultivating and sustaining individual, corporate, and foundation partners through social media, websites, and other correspondence.
 - Assist with coordinating the distribution of the e-newsletter.
 - Work alongside staff in the development of a communications calendar.

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

- Assist in the scheduling and logistics of trainings and networking meetings.
- Interact with and provide information to Board members and attend board meetings for HFHC and for a local affiliate.
- 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.
- Carry out routine office activities such as copying, filing, special correspondence, etc.
- Performing miscellaneous job-related duties as assigned.

Academic Focus

Through academic readings, the intern will gain an understanding of the following subjects:

- History, evolution, and philosophical constructs of the Third Sector.
- Basic practices of board governance and organizational leadership.
- Diversified fundraising models for NPOs.
- Volunteer Management.
- NPO marketing concepts for various campaigns.

Specific Experience and Skills

- A. Experience with Microsoft Office Suite as well as Internet research abilities.
- B. Strong verbal & written communication skills.
- C. Highly developed organizational skills and meticulous attention to detail.
- D. Ability to foster collaborative, service-oriented relationships.
- E. 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

Supervisor Background

This position will report to the Communications and Marketing Manager, Elizabeth Shultz. Elizabeth holds a Bachelor's Degree in Nonprofit Management for the Arts from the University of Oklahoma and a Masters in Nonprofit Management from Regis University. She has been with Habitat for Humanity of Colorado for four years and has 12 years of nonprofit experience.

Compensation

This position may provide a stipend.

To apply for this position please email your resume and cover letter to:

elizabeth@habitatcolorado.org. Place "Affiliate Support Intern" in the subject line of your email.

Please NO phone calls.