



**Harbor House of Louisville, Inc.
Development Team
Internship/Ambassadorship Job Description**

Harbor House of Louisville is a local, non-profit training and development center for adults with intellectual and physical disabilities. Harbor House provides special programs that enable individuals with disabilities, and their families, to lead fulfilled and productive lives, such as employment opportunities and job training, life skills training, community integration, therapeutic activities, and continuing education/tutoring. Beyond the specialized programs, we also provide a safe, loving environment for all individuals with disabilities to feel accepted. Harbor House serves approximately 300 individuals each year and averages about 90 participants per day.

An integral part of the success of Harbor House is our Development Team, which is in charge of marketing, donor retention, sponsorships, fundraising, special events, PR and communications, social media, brand awareness, and volunteer coordination.

Position: Development Team Intern/Ambassador

Description: Harbor House of Louisville seeks a dynamic, self-starter to assist marketing, communication, social media, and all other development team efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a well-known, community based, non-profit organization.

Internship Qualifications

Qualifications:

- Currently majoring in Communications, Media Relations, Marketing, Digital/Social Media Marketing, Special Events, Advertising, Brand Marketing, or a related field.
- Currently enrolled as a part-time or full-time college student.
- Current sophomore standing or higher.
- Reliable transportation is a must.
- Firm grasp and extensive knowledge of managing social media accounts and staying up-to-date with social media trends and new applications.
- Previous related experience in marketing or communications is a plus.
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
- Proficiency in Adobe InDesign and Photoshop is preferred, but not required.
- An effective communicator, both written and oral.
- Ability to communicate in a professional manner with press and community contacts.
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task, and meet deadlines.
- Ability to assist with MAJOR fundraising events; High energy, flexibility, and enthusiasm is a must!
- Enthusiasm and excitement for the mission of Harbor House and the participants and families we serve.

Responsibilities:

- Update and maintain Harbor House's social media presence on Facebook, Twitter, Instagram, YouTube, and SnapChat.
- Manage social media post schedules on HootSuite or related calendar application.
- Assist in planning, writing and managing monthly eNewsletter.
- Draft, distribute, and pitch press releases, media alerts, and other stories.
- Assist with designing flyers, graphics, e-vites and other marketing material for major events hosted by Harbor House.
- Attend Development Team meetings.
- Assist with raising community awareness by reaching out to organizations, businesses, donors, and sponsors.
- Collaborating with staff on new ideas, directions, and venues for marketing and communications.
- Ensure event information is posted in community, on social media, and online event calendars.
- Promote other divisions and programs of Harbor House online and in the community.
- Working event booths selling ducks or promoting other Harbor House events/programs.
- Assist with at least one of four MAJOR fundraising events:
 - Feathers & Friends Gala – February
 - The Ken-Ducky Derby – April
 - Lighthouse Breakfast – September
 - Christmas Appreciation Dinner – December

Start Date: Will accept TWO interns per semester. Positions open until filled. Accepting part-time or full-time interns year-around.

Hours: Must be able to intern (part-time or full-time) during normal office hours; M-F 8am-5pm. Some nights and weekends may be required (for special events).

Compensation: This is an Unpaid/Volunteer internship, but the experience you will gain is priceless!

To Apply: Please send cover letter, list of past, present, or future related coursework, and resume to: Marla Moore at mmoore@hhlou.org or call 502-719-0072 ext. 525

Harbor House of Louisville is an equal opportunity employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.