

HEARTS & HORSES

Therapeutic Riding Center



est. 1997

Marketing Internship Job Description

POSITION TITLE: Marketing Intern

REPORTS TO: Development and Communications Director

OVERVIEW: Do you love working in a fun and collaborative environment and making a difference? We are seeking a motivated and enthusiastic individual to join our team. This internship provides valuable hands-on experience in marketing, communications, operations and events, at the Hearts & Horses 20-acre ranch in beautiful West Loveland. The intern will work closely with the Marketing, Communications and Events team to support various initiatives aimed at enhancing the organization's financial sustainability.

JOB DUTIES

- Marketing
 - Assist with social media and graphic design for campaign projects
 - Campaign creation and implementation
- Special Events
 - Assist with Silent Auction procurement, photo management, package descriptions, graphic design for displays
 - Help coordinate special event invitations, timelines, catering and logistics
- General Administrative: Archive management and Writing Thank You notes and messages

QUALIFICATIONS

- **Time Commitment:** Between 15 and 20 hours a week, depending on internship requirements.
- Pursuing a relevant degree, such as Marketing, Non-Profit Management, Public Administration, Business Administration, etc.
- Strong organization and multitasking skills. Detail oriented. Reliable.
- Excellent written and verbal communication skills. Proficient in Google Suite and spreadsheets.

BENEFITS

- Gain hands-on experience in marketing, communications, business administration.
- Work closely with a dedicated team in a supportive and collaborative environment.
- Networking opportunities with professionals and local businesses in the community.

Note: This is an *unpaid internship* at a non-profit (501c3) organization. Unfortunately, we are not able to compensate interns for hours worked or transportation. *However, housing is optionally provided with this internship for eligible candidates.*

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and/or skills that may be required. Hearts & Horses holds the right to terminate interns if not meeting requirements and responsibilities set forth in this job description or violates the volunteer policies or code of ethics.

2013 Non Profit of the Year • A PATH Intl. Premier Accredited Facility

163 North County Road 29 • Loveland, Colorado 80537 • Phone: 970.663.4200 • Fax: 970.663.3891 • www.heartsandhorses.org