



Hope For Life is a grassroots organization empowering materially impoverished youth to seek abundant lives. We support youth with the resources, stability, and education they need so they can obtain flourishing futures for themselves and their communities.

WHAT ARE THE ROLE OF STAFF AND WHAT ARE THEIR EXPECTATIONS?

Our staff- both volunteers and paid – are a *vital* part of our organization. They are people that passionately believe in the organization, engage in important work, and help us execute our vision. Our goal is to gather a growing group of committed and passionate supporters of HFL with certain areas of expertise.

WE OFFER:

Internships that develop a variety of professional skills and offer hands-on experience in the areas of project management, marketing communications, event production, and knowledge in operating a non-profit organization. As a small non-profit, we are able to tailor your internship to areas that you wish to develop in order to help you reach your future professional goals.

WE'RE LOOKING FOR:

- **Passion.** Strong team members who are passionate about impacting children, and developing opportunities for the materially poor.
- **Communication & Organization.** To efficiently run our programs, good communication and organizational skills are required. Staff are expected to be proactive, able to meet deadlines, and open to receiving instruction.
- **Team Players.** Every volunteer staff invests part of their week towards their area of focus first, and as needs arise, to the other tasks and goals at HFL.
- **Meetings.** Staff meet every other week (the time/day is predetermined each quarter) for two hours for collaboration, synergy, and mutual support. If you're not able to attend the team meeting, you must work with the Executive Director to identify another meeting time.
- **Advocacy.** As a grassroots organization, we rely on our supporters to help spread the word. As such, we need our team to help lead the way. Share our social media posts. Help us get connected with donors, supporters, companies, schools, NGOs etc. that might be interested in partnering with HFL.



COMMUNICATIONS ASSOCIATE INTERNSHIP APPLICATION

The Communications Associate will work with the Executive Director and Assistant Director in planning and implementing the organization's communications and marketing projects. He/she will have the opportunity to lead and implement projects such as a quarterly newsletter, creation of relevant marketing materials, donor appreciation, and website maintenance. The Communications Associate must be an excellent written communicator, highly organized, and able to work both independently and in a team setting.

Responsibilities

- Assist in the planning and execution of the organization's quarterly newsletter
- Assist with the creation and distribution of reports including annual report, event reports, and major gift reports
- Lead the organization's marketing efforts for our annual gala
- Ensure supporters are appropriately thanked for their partnership by implementing donor appreciation strategies
- Ensure the organization's websites are accurate and well maintained
- Lead the development of marketing materials as needed
- Assist as needed with communication related office management duties

Required Skills

- Excellent written and verbal communication skills
- Interest in non-profit organizations, child empowerment or issues surrounding global poverty
- Proficient with Microsoft Office and Gmail applications
- Motivated self-starter and demonstrated initiator
- The ability to work both independently and collaboratively
- Excellent time management and organizational skills to meet deadlines
- Demonstrated flexibility and sense of humor
- *Note:* No design skills are necessary. Your focus will be on developing content for communication pieces and our designer will fulfill any graphic needs.

Details and How to Apply

- Supervisors: Executive Director and Assistant Director
- Duration: must be at least 10 weeks, may be longer if desired.
- Type: must be at least 10 hours per week, may be more if desired.
- Location: Seattle, WA
- Compensation: Unpaid; A letter of recommendation can be provided in support of academic credit.

Please answer the questions below and send them with your resume to Megan Chao at megan@hopeforlifeministry.org.

- Which position are you applying for?
- Why do you want to intern at Hope For Life?
- How does your previous experience/education qualify you for this position?
- What do you hope to achieve from this internship?