



11035 Voyager Pkwy • Colorado Springs CO • 80921 • 719.247.2007

DREAM CENTERS SUPPORT OFFICES VOLUNTEER POSITION DESCRIPTION

Position Title: Development Copywriter
Accountable To: Jeane Turner, Development Assistant
Status: Volunteer position without opportunity for employment

Organizational Background

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women's Clinic and Mary's Home.

Position Purpose & Overview

This position assists Dream Centers in sharing their story with the community and donors. The Copywriter may periodically collect stories and write stories to fit the audience and content space needed.

Responsibilities

- Write concise, creative, persuasive copy for Print, Internet, and Social Media to the satisfaction of the Development Department
- Follow necessary deadlines for content
- Provide editing support for content

Requirements and Qualifications

- Follower/disciple of Jesus Christ and committed to personal spiritual growth. In agreement with Nicene Creed
- Advanced skills in communications, editing, and grammar are preferred
- 3+ years of related writing experience is preferred
- Proficiency with Microsoft Word is required
- Must be team-oriented, self-motivated, detail-oriented and require minimal supervision

Time Commitment

- Time can be split between in office work and at home on a weekly basis
- Weekly communications with the Development Associate
- 6-month commitment



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Physical Requirements:

Working Environment	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise		X	
Climbing (Stairs/Ladders)			X
Driving	X		
Standing		X	
Sitting			X
Walking		X	
Bending		X	
Work with Others			X
Working Alone			X
Crawling or Kneeling	X		
Repetitive Movements			X
Office Machines			
Telephone			X
Fax		X	
Calculator		X	
Computer/Mouse/Printer			X
Copier		X	
Dictaphone	X		
Scanner			X
Moving Heavy Items			
Lifting/Lowering		X	
Pushing	X		
Reaching Over Shoulder		X	
Reaching Forward		X	
Carrying		X	
Other Requirements			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X