



11035 Voyager Pkwy • Colorado Springs CO • 80921 • 719.247.2007

DREAM CENTERS ADVANCEMENT TEAM VOLUNTEER POSITION DESCRIPTION

Position Title: Google AdWords Volunteer
Accountable To: Development Manager
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. Dream Centers is an independent 501c3 nonprofit committed to ending generational poverty and family homelessness in the Pikes Peak Region. We do this by providing resources to heal, life skills, development and future focused vocational training.

Position Purpose & Overview

The Google AdWords volunteer must come with experience in managing and improving Google AdWords accounts for businesses and nonprofits. This volunteer will be interviewed and must provide references. This volunteer opportunity is a great chance add to your portfolio of managing a nonprofit Google AdWords account.

Responsibilities

- Managing Dream Centers Google AdWords account
- Keyword research to inform messaging
- Monitoring Google AdWords to ensure optimum performance
- Monthly reports on progress and activity with the account for Dream Centers leadership to review
- Provide suggestions for ways to better utilize the Google AdWords Grant award for Dream Centers
- Provide suggestions in how Dream Centers can better utilize our Google AdWords Grant
- Increase our brand awareness via Google locally and nationally

Requirements and Qualifications

- Follower/disciple of Jesus Christ and committed to personal spiritual growth. In agreement with Nicene Creed.
- High school diploma, Bachelor's degree preferred
- Experience with Google AdWords business and nonprofit accounts
- Proficiency with computers and email
- Must have personal computer with secure internet access
- Strong interpersonal skills and attention to detail desired

Time Commitment

This is open to conversation, 1-2 hours per week on average. In person or virtual with meetings scheduled as needed.



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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