



11035 Voyager Pkwy • Colorado Springs CO • 80921 • 719.247.2007

## **DREAM CENTERS ADVANCEMENT TEAM VOLUNTEER POSITION DESCRIPTION**

**Position Title:** Social Media and Website 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 Social Media and Website volunteer will be responsible for creating, scheduling and monitoring Dream Centers social media accounts. This volunteer will have a creative eye for design, attention to detail and excellent communication skills. This volunteer must have personal experience and business experience preferred with managing a Facebook and Instagram account. Training and supervisory support will be provided on an ongoing basis.

### **Responsibilities**

- Create relevant social media content for both Facebook and Instagram
- Schedule social media content on a regular basis
- Regularly manage communication on social media on behalf of Dream Centers
- Consistently monitor Dream Centers' website for errors
- Provide monthly recap report on social media impact, successes, and improvements

### **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 social media sites
- Proficiency with computers, social media and email
- Must have a Facebook and Instagram account
- Must have personal computer with secure internet access
- Strong interpersonal skills and attention to detail desired
- Strong communication skills
- Attention to detail

### **Time Commitment**

2 hours a week in-person or virtual



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**Physical Requirements:**

<b>Working Environment</b>	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
<b>Office Machines</b>			
Telephone			X
Fax	X		
Calculator		X	
Computer/Mouse/Printer			X
Copier		X	
Dictaphone	X		
Scanner		X	
<b>Moving Heavy Items</b>			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder	X		
Reaching Forward	X		
Carrying	X		
<b>Other Requirements</b>			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X