



G R A C E H O U S E
ministries, inc.
giving hope to girls in foster care

Job Title: Marketing & Communications Intern

Job Description: Seeking a part-time intern to assist the Development Director at Grace House Ministries in creating, distributing, and sharing information about the ministry across a variety of platforms.

Applicants must be friendly and outgoing, have strong writing and administrative skills, be comfortable with technology, and possess the ability to multitask. Ideal applicants will work 20-25 hours a week, but may vary based on the needs of the student.

Job Duties:

- To assist in the creation and implementation of social media marketing plans.
- To update and help maintain the website (hosted by Wix) as a tool to effectively market Grace House to potential volunteers and donors.
- To assist with planning and facilitating fundraising events.
- To assist with creation of email updates, including writing original pieces highlighting organizational accomplishments and needs.
- To assist with the creation and updating of ministry promotional materials.
- To assist with volunteer groups and task lists as needed.
- To assist with photography and videography as needed.
- To assist with data entry, management, and tracking as needed.
- To work on special projects based on the intern's unique skills and interests.

Work Environment:

- A solid Christian faith and a teachable spirit.
- Be an example/role model to the girls.
- Business casual attire appropriate for the office environment.
- Security clearance by the Federal Bureau of Investigation, the Alabama Bureau of Investigation, and the ChildAbuse and Neglect registry

About Grace House Ministries:

Since 1992, Grace House has provided stable, Christian homes to Alabama girls in foster care with the commitment to developing mature, Godly women. Our 8 property residential campus in Fairfield, AL can serve up to 40 girls ages 6-19. By providing 24/7 family care, a quality education, and services that extend beyond high school, Grace House works every day to break the generational cycles of poverty and abuse that are so prevalent in the lives of the girls that we serve.

Please submit a resume to Hannah Rutledge, Ministry & Volunteer Coordinator via email at hannah@grace-house.org.