



Medicine Horse
Horses Helping Humans

Web Design & Maintenance Internship Position Description

Organization overview: Medicine Horse is a Boulder based 501c3 nonprofit organization, founded in 2000. Medicine Horse provides free, donation-based groups and scholarships for those who wouldn't otherwise have access to Equine Assisted Psychotherapy. Some of the folks we serve include Veterans, caregivers, first responders, folks in the BIPOC and LGBTQ+ communities, women with breast cancer, youth at risk, people struggling with addiction, abuse and all forms of trauma. Medicine Horse saves lives; Healing through the empathic power of the horse.

Reports to: Executive Director

Time and location requirements: Hours flexible and will depend on intern's needs. Medicine Horse office hours are generally Monday – Friday, 9-4. Work will be completed in a hybrid setting in MH office (Longmont) and remotely as needed and discussed with supervisor.

Key Duties:

- Update and edit website content, posts and pages.
- Assist in support of and troubleshooting issues with web-based systems including our CRM system.
- Assist in monitoring SEO's and webpage performance metrics, and making and implementing recommendations for improvement.
- Work with and support Programs, Marketing, Volunteer Management, Fundraising and Events, and Social Media teams from the web design and support perspective.
- Recommend improvements to new and existing features and do the work to implement those including design.

Other tasks to include but not limited to

- Administrative tasks, primarily as they related to fundraising and events but occasionally otherwise. (We are a small team and at times, it is "all hands-on deck".)
- Occasionally assisting in light work to clean up the facility and prepare for events. (Again, we are a small team and at times, it is "all hands-on deck".)
- Participate in related trainings as recommended by supervisor. These might include but not be limited to software, cultural (i.e. DEI) or mental health issues awareness, basic equine knowledge, web design.

Necessary skills:

- Practical experience and/or education in web design required
- Basic computer literacy and familiarity with Microsoft Word, Power Point, Excel, Adobe, Google Mail, Calendar, and Drive
- CRM software support experience a plus
- Social Media support experience a plus
- Ability to quickly learn new platforms
- Must be detail oriented and have excellent time management skills (this is a highly dynamic work environment so ability to prioritize and meet deadlines is a must)
- Strong writing, editing and proofreading ability
- Good common sense and judgment
- Strong customer service and communication skills (communicating with volunteers as well as staff)
- Open mindedness, team, and mission oriented
- Comfortable with and sensitive to working in an environment where therapy is going on for a variety of needs
- Comfortable with horses in the environment
- Able to work in a semi-outdoor environment with dust, hay, horses, etc.
- Ability to own this position and be proactive in suggesting and implementing new ideas and improved processes.
- Valid current driver's license and transportation: travel to the office during business hours is required
- Desire to learn and develop new skills, willingness to ask questions and for help, and be part of the team that helps Medicine Horse grow to the next level
- Nonprofit background or education a plus

Medicine Horse is committed to establishing itself as an organization that seeks out diverse representation and being a model for other non-profits for equity and inclusivity. In all our actions, we strive for operationalizing our diversity, equity and inclusion (DEI) strategic imperatives.

Medicine Horse does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity, or genetic information in its services and programming or employment.