



Butte Humane Society

Event Planning Intern (UNPAID)

Position Description

The Event Planning Intern will be working as part of the Communications and Development (CAD) department and reports directly to the Marketing and Special Events Associate.

Duties and Responsibilities:

- Assist in all aspects of Event Planning.
- Aid in the development, design and production of event marketing materials.
- Participate in Event committee meetings as required.
- Transportation of animals
- Researching and contributing ideas for outreach and mobile events.
- Assisting with mobile events and offsite outreach
- Writing short scripts for radio and social media.

Capabilities:

- Comfortable around animals
- Maintain a professional appearance and demeanor during all interactions with staff and public.
- Highly organized, self-motivated, detail oriented
- Basic computer knowledge and able to research on the internet.
- Ability to work independently and in collaboration with others
- Experience in Graphic Design is a plus!

Contact with Others: Will have contact with the general public in person and over phone or email.

Working Conditions: Internship will be in an office environment, local events and local offsite locations.

Additional Position Requirements:

- **Availability:** 10 hours per week (minimum) – Generally Monday – Friday between 8:00 am – 5:00 pm. Availability for weekend and evening mobile events/offsite outreach programs. Specific dates and times will be discussed during interview.
- **Physical Demands:** Must be able to lift at least 50 lbs and to sit for long periods of time.
- **Other:** A personal laptop is required for this position. Purchase of a volunteer t-shirt (\$10.00) is required.
- **Driver's License:** Must hold and maintain a **valid CA driver's license** and proof of insurance for duration of the internship.

Compensation: This is an **unpaid internship**. We are happy to assist in receiving academic credit or providing a letter of reference/recommendation upon successful completion of the internship.