



**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 orientated
- Basic computer knowledge and able to research on the internet.
- Ability to work independently and in collaboration with others

**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.