



## **Marketing and Special Events Intern (*UNPAID*)**

### **Position Description**

The Marketing and Special Events 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 the development, design and promotion of marketing materials
- Aid in the production
- Setting up and breaking down for mobile events
- 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.  
Availability on April 8<sup>th</sup> for Bidwell Bark.
- **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.
- **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.