



Public Relations (PR) Intern (*UNPAID*)

Position Description

The Public Relations 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:

- Draft and disseminate press releases to local news, radio and via social media
- Research, write and submit article content (i.e. magazine articles)
- Assist in seeking, creating and maintaining relationships with local venues for “Supper Club”
- Collaborate with staff to communicate with the public via multiple platforms
- Posting BHS events on local Community Calendars

Capabilities:

- Comfortable around animals
- Maintain a professional appearance and demeanor during all interactions with staff and public
- Above average communication abilities
- Highly organized, self-motivated, detail orientated
- Basic computer knowledge and ability to research on the internet
- Ability to work independently and in collaboration with others
- Excellent writing skills

Contact with Others: Will have contact with the general public in person and over phone/email/social media and written communications.

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 8th 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.

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.