



Butte Humane Society

Social Media and Public Relations (PR) Intern(*UNPAID*)

Position Description

The Social Media and PR 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:

- Create a variety of posts, including development of photos/video/web links etc., for social media platforms and outlets.
- Monitor and Evaluate BHS social media accounts and adjust profiles/settings as directed.
- Attend BHS events for live posts.
- Draft and disseminate press releases to local news, radio and via social media.
- Research, write and submit article content (i.e. magazine articles).
- Posting BHS events on local Community Calendars.
- Collaborate with staff to communicate with the public via multiple platforms.

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 ability to research on the internet.
- Ability to work independently and in collaboration with others
- Above average communication abilities.

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

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 8:00 am – 5:00 pm. Availability for weekend and evening mobile events/ programs. Specific dates and times will be discussed during interview.
- **Physical Demands:** Must be able to lift at least 50lbs and to sit for long periods of time.
- **Other:** A personal laptop is required for this position. The 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.