



Social Media 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:

- Create a variety of posts, including development of photos/video/web links etc., for social media platforms and outlets
- Work with BHS staff to develop and execute social media strategies
- Monitor BHS social media accounts and adjust profiles/settings as asked
- Evaluate the impact of social media strategies including ROI
- Collaborate with staff to interact with the public via social media
- Research and contribute ideas for social media development
- Attend BHS events for live posts

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
- Knowledge of social media strategies, uses and etiquette

Contact with Others: Will have contact with the general public in person and over 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 between 8:00 am – 5:00 pm.
Availability for weekend and evening mobile events/ 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.