

<b>Title</b>	<i>Marketing Internship</i>
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## **Purpose, Duties & Responsibilities**

***The Humane Society for Hamilton County seeks an unpaid Marketing Intern to assist with event planning and outreach efforts. This is an outstanding opportunity for an individual interested in learning more about event planning, as well as non-for profit outreach and fundraising. This internship offers exciting hands-on experience and the opportunity to gain news skills while supporting our mission to save lives, educate communities and complete families. Responsibilities include but are not limited to:***

- Work with Events and Outreach managers to plan and execute events
- Support the management of donor relationships
- Create and coordinate the production of promotional collateral
- Assist in writing outreach letters to secure silent auction donations and sponsorships for events
- Assist with database/data entry work and other tasks as needed
- Draft content for website, social media outlets and other digital communications
- Draft media communications, i.e media releases, advisories, kits
- Create digital and print collateral/graphics in Canva or Adobe Creative Suite
- Write animal profiles to help them find their forever homes
- Spring/Fall Semesters: Assist Adoption Programs Manager with Valentine and Holiday sponsorship campaigns

## **Internship Requirements**

- Embrace our No-Kill Philosophy and demonstrate a passion for the mission of the Humane Society for Hamilton County
- Completed two years in a college curriculum focused on marketing, public relations or event coordination. Work experience in these areas will be considered
- Working knowledge of social media platforms and Microsoft Office
- Graphic design experience such as Photoshop, Illustrator, InDesign, and/or Canva is considered a plus
- Have a strong interest in marketing, event coordination and fundraising
- Self-motivated, good organizational and interpersonal skills, detail oriented, ability to multitask, prioritize and meet deadlines
- Be able to excel in a high paced work environment where you are surrounded by the distractions of animal sounds, smells and their respective allergens
- Access to a laptop computer

***This internship is unpaid and requires 20 hours per week to be considered. College credit is encouraged and available upon school approval. Some late evenings and weekends will be required.***