



SAN ANTONIO HUMANE SOCIETY INTERN POSTING

POSTING DATE: ONGOING

CLOSING DATE: OPEN UNTIL FILLED

REQUIRED EXPERIENCE: Working on relevant University degree. Communication and marketing majors preferred.

POSITION: COMMUNICATION INTERN

STATUS: PART TIME

BASE PAY: UNPAID

DESCRIPTION

The San Antonio Humane Society's Communication Department is a dynamic department that oversees all web, television, radio, and print presence. The department also includes our Humane Education and Volunteer programs and coordinates special events throughout the community. The Communication Intern will assist the team with various tasks to ensure all projects run smoothly and successfully.

Principal Duties and Responsibilities

- Support the Communication Department, including the Director of Communication
- Contribute to event planning and execution
- Assist with various shelter related presentations within our Education and Volunteer programs
- Write shelter related copy for print or online publication
- Design and create various assets for print or online media
- Create pet description bios and assist with photos/videos for print or online media
- Observe and participate in radio interviews
- Observe and assist with TV segments
- Prepare animals for media appearances
- Maximize social media presence
- Record and analyze market research data
- Post events to community calendars
- Other duties as assigned

Performance Expectations

- Effectively manage time and meet deadlines
- Anticipates work to be completed
- Enthusiastic participation in the team's workload
- A desire to learn new skills and develop existing ones
- May require occasional irregular hours including weekends and evenings

Knowledge and Skills Required

- Working on a college degree
- Strong written and spoken communication skills
- Microsoft Office proficiency
- Comfortable with public speaking
- Must have reliable transportation

Work Environment

- Potential for exposure to zoonotic diseases
- Exposure to high noise levels when in kennel area
- Potential for animal bites and scratches while handling pets

Additional Attributes

- Treats all animals humanely, with compassion and concern, both on and off the job, and transmits these values to others
- Commitment to a high standard of safety and willingness to comply with all safety laws and all of the agency's safety policies and rules
- Willingness to report all safety violations and potential safety violations to appropriate supervisory or management personnel

Application Requirements

- Submit all forms to the Director of Communication: fnino@SAhumane.org
- Forms required will consist of three (3) parts: resume, cover letter, and a letter of recommendation from a faculty member that also states his/her intent to serve as the advising faculty member for the internship.
- If selected, applicant will be required to attend a volunteer orientation prior to starting.