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## SAN ANTONIO HUMANE SOCIETY INTERN POSTING

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**POSTING DATE:** ONGOING

**CLOSING DATE:** OPEN UNTIL FILLED

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

SEMESTER (TBD) - PART-TIME

**POSITION:** PR INTERN

**DURATION:** SUMMER/FALL

**BASE PAY:** UNPAID

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### DESCRIPTION

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The San Antonio Humane Society's (SAHS) PR Team oversees all web, television, radio, print presence, graphics, storytelling, pet descriptions, photography/videos, and more. The PR Team is part of the Community Engagement Department. The PR Intern will assist the team with various tasks. The PR Intern will report directly to the PR Manager. If selected, the individual will be required to become a volunteer of the SAHS which includes registering and attending volunteer orientation prior to completing any tasks as a PR intern.

#### Principal Intern Tasks and Responsibilities

- Support the PR Team
- 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
- Assist with TV segments and prepare animals for media appearances
- Draft social media posts for Facebook, Instagram, Twitter, etc.
- Contribute to event planning and execution
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility and Integrity
- 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 early mornings, 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

#### Shelter Environment and Physical Requirements

- Potential for exposure to zoonotic diseases
- Exposure to high noise levels, chemicals used to sanitize facilities, vehicles or equipment and other physical situations that involve all forms of animal life
- Potential for animal bites and scratches while handling pets
- Ability to work near animals, with no preexisting allergies to animals, hair or dander
- Lifting of up to 50 pounds
- Must be able to stand, walk, bend, stoop and reach

#### 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: [PR@SAhumane.org](mailto:PR@SAhumane.org)
- Forms required will consist of three (3) parts: a resume, a cover letter, and a letter of recommendation ***from a faculty member.***