

**INTERNSHIP TITLE: COMMUNICATIONS INTERN**

**REPORTS TO: COMMUNICATIONS & OUTREACH MANAGER**



## **POSITION SUMMARY**

The Communications Intern assists with the day-to-day operations of the Development Team, which is responsible for communications, outreach and fundraising. Falling under North Country Animal League's administrative department, this position will report to the Communications and Outreach Manager and will work with the organization's Development Team.

*\*This internship has a hybrid option, but requires at least two days a week in-person in Morrisville, Vermont. If transportation is a barrier, please note that in your application.*

**Weekly Hours:** 16-20 hours

**Expected Time Frame:** 3 months, June - August 2022

**Pay Status:** Unpaid Internship

### **Primary Area of Focus:**

Planning, collecting, and curating social media content (*Instagram, Facebook, YouTube*).

### **Additional Responsibilities:**

Support with graphic design, e-news, website, public relations, and events.

**Requirements:** A college student going into their junior or senior year.

**General Knowledge:** The intern should be a critical thinker who takes an ethical approach, demonstrating compassion and empathy towards both animals and people. They should seek the opportunity to both advance professionally and advocate for animal welfare.

**Skill Needed:** We are looking for a highly creative and organized individual. The intern should have excellent written and verbal communication skills, work effectively as a team member and be able to take initiative and work independently. Strong attention to detail and proof-reading skills are critical. Top candidates will be individuals with prior experience managing or contributing to social media for a student org, business, or nonprofit.

**Skills that Will Be Developed:** The intern will gain experience being a team member in an office environment where they will develop confidence in sharing their ideas. They will learn the role of nonprofit development and career opportunities in this field. They will develop best practices for - managing social media platforms, using a WordPress website, building email marketing campaigns, writing and pitching press releases, and organizing and executing events.

**To apply, please send a resume and cover letter to the Communications and Outreach Manager, Rose Lovett, at [rose@ncal.com](mailto:rose@ncal.com)**

*\*NCAL values diversity of all kinds, and is committed to building a diverse, equitable, and inclusive workplace where we learn from each other. We are an equal opportunity employer and welcome talented applicants of all different backgrounds, experiences, abilities and perspectives. Individuals from non-traditional backgrounds, historically marginalized, or underrepresented groups are strongly encouraged to apply.*