

**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.

*\*For local applicants, an in-person or hybrid schedule is preferred. This position has the possibility to be remote if a candidate is not in close proximity to Morrisville, VT and transportation and time constraints are a barrier to in-person volunteering. If this is the case for you, please note that in your application.*

**Weekly Hours:** 6-8 hours (*more hours available if desired*)

**Expected Time Frame:** 4 months, September - December 2022

**Pay Status:** Unpaid Internship (*Volunteer Position*)

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

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

### **Additional Responsibilities:**

Support with graphic design, website, newsletters, public relations, and events.

**Requirements:** A college student going into their sophomore, 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 organization, 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.*