

2580 Fair Street
Chico, CA 95928



Phone: 530.894.9066
Fax: 530.894.0726
www.buttehumane.org

Position Title: Community Outreach (Internship 12-15 hours per week)

Department: Communications and Development

Reports to: Development Manager

PURPOSE OF THE POSITION: Butte Humane Society has internship opportunities for individuals to contribute to the marketing, community outreach and promotion functions at one of the leading animal welfare organizations in the north state.

DUTIES AND RESPONSIBILITIES:

Setting up and breaking down equipment and materials at off-site events

Transporting animals to adoption locations

Speaking with the public about BHS programs and animal welfare issues during one on one interactions

Working with volunteers to accomplish goals while at events

Depending on interest and skills additional duties may include writing press releases and developing copy for advertisements, magazine articles, and various promotion collateral for distribution to the public at events, attending television and radio interviews, contributing ideas to marketing and public relations promotion development, and soliciting corporate donations and sponsorships for BHS events. The student intern will attend BHS Volunteer Orientation within one month of their start date for additional training.

Although this internship is unpaid, we're happy to work with you to arrange for academic or other credit. You'll also have the chance to learn a whole lot about animal welfare, development and non-profits, build your resume, work with a small group of fun and friendly non-profits and make a big difference in the lives of animals in our community. (Plus there are sometimes treats!)

CONTACTS WITH OTHERS: Will have contact with the general public, outside vendors, shelter employees, volunteers, donors, supporters and board members. Excellent customer service skills are essential to success.

WORKING CONDITIONS: Internship will be in the office environment within the Administrative Office.

WORK SCHEDULE: Work days are flexible but must be communicated with administrative staff through online calendar system and in coordination with Development Manager.

PHYSICAL DEMANDS: Must be able to lift a minimum of 50lbs. Work performed requires sitting for up to 8 hours per day.

REQUIREMENTS:

- Able to maintain a professional appearance and exercise sound judgment during all interactions with the public, staff and volunteers.
- Maintain a valid California Driver's License and provide proof of insurance
- Interest in the non-profit sector and/or animal welfare
- Highly organized
- Excellent data management and entry skills
- Proficient with Microsoft Office
- Self-starter
- Ability to work independently
- Interest in helping a tenacious nonprofit create a successful and fun program

Bonus points for:

- Experience working in animal welfare
- A witty sense of humor

If interested, please send resume and schedule to the following:

Dustin Alexander
dustinalexander@buttehumane.org