Communications & Events Intern

Nevada Humane Society
2825 B Longley Lane
Reno, NV 89502

About Nevada Humane Society
Nevada Humane Society is a nonprofit organization dedicated to protecting and rescuing the abandoned, neglected and abused pets of Northern Nevada. Nevada Humane Society was incorporated in Reno in 1932, the first animal welfare organization in the state of Nevada. Nevada Humane Society is one of the few open-admission, no-kill shelters in America. NHS saves over 10,000 animals every year, treats over 15,000 animals medically, and takes in 90% of our community’s animals. Since 2007, NHS has saved over 70,000 lives.

About the Internship
The intern will have the opportunity to plan, implement, and manage events, including but not limited to adoptions and fundraising. He or she will act as an important role-player within select communication functions, including but not limited to media relations, public relations, social media and advertising. The intern will additionally provide creative avenues, initiate development, and execute community outreach events, promotions and programs.

Preferred Qualifications
• Ability to work and communicate effectively with NHS staff, volunteers, and the public
• Strong interpersonal skills: outgoing, personable, patient, professional
• Takes initiative and finds solutions; pro-active
• Strong written and oral communication skills
• Ability to manage many tasks/projects at the same time and consistently meet deadlines within budget

Internship Duties
Communications roles may include:
• Implement marketing tools including ads, banners, PSAs, videos, promotional items, etc. This also includes newsletters and other collateral that may be published or displayed
• Assist in writing and distributing news releases and other collateral in a timely manner regarding organization’s events and activities
• Build and maintain community relations
• Research and recommend marketing avenues
• Represent NHS at events and fundraisers to build relationships throughout the community and enhance the donor and adopter database

Events roles may include:
• Plan and implement large, special fundraising events as assigned and within budget
• Assist with basic event maintenance including inventory, organization of supplies and more
• Plan and implement adoption and community outreach events as assigned and within budget
• Act as back up to the Offsite Adoption Coordinator and work offsite adoptions
• Maintain calendars and files (hard/soft) of events, fundraising, and adoption outlets
• Track results and document project processes and contact

$12/hour for 120 hours
Spring Semester 2015
Apply by November 14, 2014
at www.unr.edu/career