

Tails Humane Society
Development and Marketing Intern
Spring 2022

Position Overview

The intern will work directly with the Executive Director and the Event and Marketing Managers on a variety of duties related to shelter marketing strategies, donor relations and fundraising events. This position will have the opportunity to work on projects independently and in collaboration with staff and committees.

Duties and Responsibilities

Tails Humane Society will work with the successful candidate to identify the projects below that are aligned with the candidate's current skill set and the experience they are looking to gain.

- Provide assistance with spring fundraisers, specifically Give DeKalb County, yard sale and online auction
- Help maintain social media platforms, specifically Instagram and Facebook
- Update the Tails YouTube channel
- Manage animal photos online and update website
- Create web graphics, flyers and other marketing materials

Position Requirements

- Proficiency in Microsoft Suite required
- Knowledge of graphic design software such as Adobe Illustrator, Photoshop and InDesign preferred
- Knowledge of social media platforms desired– Instagram, Facebook, Twitter, YouTube, blogs
- Excellent reporting, writing and editing skills
- Creative, pro-active individual who can work independently or as a team
- Must be able to lift 25lbs and be able to go up and down stairs
- Ability to have reliable transportation to the Tails shelter for at least half of the internship hours
- Ability to work the majority of the internship hours during weekday mornings and afternoons

To apply for this internship, please email your resume to Michelle Groeper at mgroeper@tailshumanesociety.org.