

- **Marketing & Social Media Intern (1 position available)**

- DuPage County Animal Services is accepting applications for a Marketing & Social Media Intern that have a knack for creating fun and engaging content for the benefit of shelter animals and pet owners. The Marketing & Social Media Internship is an opportunity for college students looking for experience in: education, content development, communication, animal welfare, and so much more! Interns will have the opportunity to develop their graphic design portfolios, hone photography skills, and gain content development experience. This is an ideal position for the creative individual who is an effective communicator, knowledgeable about social media platforms, and comfortable working with animals.

- **Commitment:** Interns must be able to commit to an approximately 20-hour work week for a minimum of 11 weeks. May include some weekends and holidays.
- **Preferred Qualities:**
 - Experience with some or all of the primary social media platforms: Facebook, Twitter, Instagram, YouTube
 - Knowledge of social media analytics and trends
 - Reliable, creative, detail-oriented
 - Good communication and problem-solving skills
 - Must love animals!
- **Responsibilities:**
 - Photograph animals at DCAS
 - Edit photographs for optimal picture quality
 - Edit photographs as memes, montages, or with catchy details
 - Design graphics for flyers and other marketing collateral
 - Write copy for adoptable animals, educational content, events and fundraising initiatives
 - Update and maintain DCAS's social media presence
 - Assist in planning, writing, and managing monthly e-newsletter
 - Advise staff on improvements, analytics, new direction in technology and new ideas for outreach to assist with marketing of the organization.
- **Requirements:**
 - Interview with Humane Educator, Lead Animal Caretaker, & Senior Intake/Adoption and Client Services Coordinator
 - Complete Animal Services Volunteer Orientation and Animal Handling Training
 - Attend New Hire Orientation through DuPage County
- **Supervision:**
 - Directly supervised by the staff Humane Educator & Special Events Coordinator
- **Pay:** Interns will earn \$10 an hour. Housing will not be provided.
- **What Interns Will Take Away:**

- The history, services, and basic operations of DuPage County Animal Services.
 - Gain a basic understanding of open admission animal shelter operations, animal control, and the laws that govern each
 - Gain professional skills in content development, evaluation and oversight that can be applied to future education and employment
 - How to engage the public in animal welfare issues using technology and social media
- **How to Apply:**

To apply all applicants must go through the official Human Resources Department of DuPage County. The following link: <http://www.dupageco.org/hr/> will take you to the Human Resources page. The job that you are applying for is listed as Intern, 9170. When applying please include a cover letter indicating which internship program you are interested in. Please also send an email to HumaneEducation@dupageco.org when you have submitted your application to Human Resources so that our staff can follow up on it.

Once an application is submitted to Human Resources it will be reviewed and sent to Animal Services. Once applications have been received a staff member at DuPage County Animal Services will reach out for a phone interview and to schedule an in-person interview to follow. Applications will be accepted through April 1st. Internships will begin mid-May.

- **Questions:**

If you have any questions regarding the application please contact DuPage County Animal Services at Humane.Education@dupageco.org or 630-407-2800 and a staff member will be happy to assist you!