

Power Paws' Assistance Dogs

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86-1035607



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Intern Job Description: Communications and Development Intern

Our mission is to provide highly skilled assistance dogs to children and adults with disabilities, to provide education and continuing support for working assistance dog teams, and to be a resource in the community for people with disabilities.

Position: Communications and Development

Intern Description: Power Paws' Assistance Dogs seeks a dynamic, self-starter to assist development marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for well-known community based nonprofit organization.

Responsibilities:

- Assist in planning community and fundraising events.
- Assist in writing for monthly eNewsletter
- Draft, distribute and pitch news releases, media alerts and other stories.
- Designing flyers, e-vites and other marketing material for major events hosted by Power Paws'.
- Assist in organizing and implementation of awareness and giving campaigns.
- Reach out to the community organizations, general public and donors with the message about Power paws' mission.

Qualifications:

- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations, Hospitality, Nonprofit Management, or other relevant major).
- Previous internship or related experience in marketing or communications is a plus.
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Knowledge of Word Press a plus.
- An effective communicator, both written and oral.
- Ability to communicate in a professional manner with press and community contacts.
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.
- Interest in nonprofit development/fundraising. The above job description and qualifications are not meant to be all inclusive.

Hours: 8 – 12 hours/week, preferably twice a week in the office.

Compensation: This is an Unpaid/Volunteer internship

To Apply: Please send cover letter and resume to meg@azpowerpaws.org.