***2019 Social Media Intern***

The Monmouth County SPCA is looking for a social media intern! Gain invaluable experience in one of the most dynamic animal shelters regionally, and add measurable clout to your resume. If you love animals, are comfortable photographing them, have a creative flair and are a whiz at social media, we want to work with you in our Eatontown shelter!

**During the period of October 15 through mid-February 2020, the perfect candidate must:**

• Be familiar with social platforms, specifically Facebook, Instagram & Twitter

• Be able to create engaging content through photographs and video up to three times per day on weekdays, some weekend/holiday posts and be comfortable working from your personal computer or smart phone for postings

• Have familiarized yourself with the MCSPCA mission, language used and how we interact with social media followers

• Be comfortable around shelter animals (cats and dogs of all sizes and other animals such as guinea pigs, rabbits and wildlife). There will be some handling assistance available, however; the more content you can gather on your own the more you will have to work with and the more flexible your time at the shelter can be

• Be able to spend a few hours at the shelter approximately 3 or 4 times per week during business hours to gather content from the adoption floor, and be flexible in order to film our canine “Buddy Program” or pet of the week footage (Wednesdays or Fridays 10am - 12pm) if necessary. Experience with video editing is required (on phone or computer)

• Be able to read files of animals to collect information for their descriptions/postings

• Be able to coordinate with MCSPCA adoption staff and volunteers for pet of the week photos/videos as well as development staff for posting of events, job openings, donation solicitation etc.

• Submit each posting for approval through the Development department before scheduling

• Agree to monitor social media comments a few days per week for negative commentary and report to MCSPCA staff

• Be able to collaborate on other video media projects like Giving Tuesday and MCSPCA Live Canine Cams

**Training and supervision provided. At the conclusion of this unpaid internship, you will have worked closely with the Development, Communications and Media, Adoption and Animal Care departments at the MCSPCA, as well as our veterinarians and technicians. You will gain experience in nonprofit development, animal welfare and how a busy nonprofit works. This position will be able to participate in fundraising and employee events if desired.**