



## **Marketing and Communications Intern**

The Anti-Cruelty Society is accepting resumes for a Marketing and Communications Intern. The Intern will assist the Society's Marketing and Communications team with marketing, promotion and publicity needs. This includes working with social media posts, press inquiries, student and partner public relations requests, and creation of internal and external communications. This is an unpaid position for credit from an accredited college or university.

### **Responsibilities will include:**

- Analyzing current social media efforts of the Society and other similar organizations
- Assisting with daily social media postings on Facebook, Twitter, and Instagram
- Photographing animals in the Shelter as well as at events
- Developing copy and stories for the monthly e-newsletter eblast
- Monitoring media engagement
- Assisting with management of media lists via Cision
- Coordinate student, partner, and public requests for any public relations related visits
- Assist with creation of press releases
- Assist with collection and creation of stories for Society magazine
- Collect social media analytics monthly
- Add events to third party calendars
- Update events calendar on website as needed
- Other duties as assigned

An ideal candidate must be creative and have strong writing and editing skills, possess in depth knowledge and use of social media sites, and possess excellent communication (written and oral) skills and interact courteously and respectfully with supervisors, employees, volunteers, general public, and media. It is critical to be well organized, reliable, and accurate. A successful intern will have a passion for and love of animals and support The Anti-Cruelty Society's mission.

### **Eligibility Requirements**

Must be enrolled in an undergraduate program with a major in Communications, Public Relations, Business, or related field.

Previous internship or related work experience preferred.

Available at least 20 hours per week between the hours of 8:30 a.m. and 4:30 p.m. and occasional evening and weekend when needed.

**Direct all resumes to:**

The Anti-Cruelty Society  
ATTN: Meshia Burrell, Director of HR  
157 West Grand Avenue  
Chicago IL 60654  
E-Mail: [resumes@anticruelty.org](mailto:resumes@anticruelty.org)  
No phone calls please