

## Community Relations Intern

(Multiple internships available – 10 to 20 hours per week)

Helping Hands Humane Society, Inc. provides sanctuary for animals in need of compassionate care and protection. The Media Intern is responsible to the Web Manager, Volunteer/Special Events Coordinator. Intern(s) will assist with recruitment and training of volunteers and assist with community activities. This is an unpaid internship but will offer students an opportunity to expand their knowledge by obtaining valuable work experiences.

### Interns Learning objectives and goals

- Produce professional media materials that will assist in re-homing homeless pets.
- Create professional quality video/slide shows.
- Assist in planning and presentation at special events.
- Assist with recruitment, scheduling, and training of HHHS volunteers.
- Internet research and social networking capabilities.
- Gather and produce materials for Web site, social networking, and other promotional materials.
- Take and edit professional images for Web publication.
- Assist in office duties, and possible labor, animal interaction is required.
- Must be physically able to lift up to 50 lbs.

### Computer Programs

MS Publisher, MS Movie Maker, MS Excel, MS Word Adobe, Photoshop

### Job Description, activities, assignments, goals and objectives

- Assist the Volunteer Coordinator and Business Manager with any upcoming tasks and assignments.
- The student should gain a working understanding of non-profit companies and the animal welfare field.

### Schedule

Tuesday-Saturday, time is flexible.

### To Apply

Submit a resume along with 3 examples of related work to:

Jayme Walshire, Web Manager, Special Events/Volunteer Coordinator  
Helping Hands Humane Society  
2625 NW Rochester Rd.  
Topeka, Ks 66617

Or

[JaymeW@hhhstopeka.org](mailto:JaymeW@hhhstopeka.org)