

Marketing and Communication Intern Job Description

Become part of the Can Do Canines pack! Can Do Canines is dedicated to enhancing the quality of life for people with disabilities by creating mutually beneficial partnerships with specially trained dogs. The dogs are provided to the client at no charge. The organization is supported primarily by donations from individuals, corporations, service clubs, and foundations. We receive no government funding.

Job Description

Job Title: Marketing and Communication Intern

Reports to: Marketing and Communication Manager

Job Summary: This is an *unpaid* position for an ambitious person to help the marketing and communication team promote our mission. This position can be performed remotely (at least until Spring 2021, when some aspects may need occasional office time), with virtual training taking place. The duration of the internship is flexible, but a three-month minimum is requested.

Salary Range & Benefits: None

Hours Required: Flexible

Relationships

Positions Supervised: None

Person Making Work Assignments: Marketing and Communication Manager

Frequent Interactions With: Marketing and Communication Manager and Marketing and Communication Specialist

Major Duties and Responsibilities

- Assist with continued development of a photo/video archiving system
- Write feature articles, including but not limited to, our graduate teams of clients and assistance dogs
- Post event information on various online community calendars
- Assist with website updates and social media posts
- Assist with creating an Annual Report

We believe in offering a comprehensive internship experience. With that in mind, the chosen candidate will also benefit from learning about creating marketing plans, editing and producing videos, designing marketing materials, setting up email campaigns, and more. Our team will be alongside you every step of the way to develop your skills and passion for this field.

Required Qualifications

Experience:

- You should have a track record of excellent writing and editing skills, including familiarity with AP style.
- To succeed, you will need excellent time-management and organizational abilities.
- Knowledge and experience in working with people with disabilities are preferred, but a sincere passion in doing so is essential.
- Last but not least, you must love dogs. Even if you don't have one or more of your own, you should genuinely enjoy our canine companions, along with their wet kisses, occasional vocalizations throughout the facility, and hair that will accessorize your clothes.

Education:

- High school diploma, with some post-secondary school preferred

How to Apply

Please send a COVER LETTER and RESUME via email to Caren Hansen at marketing@can-do-canines.org. Don't be afraid to show your personality in your application.

Marketing and Communication Intern Job Description

<u>Expected Working Conditions** for This Position</u>	<u>Frequency</u>
1. Exposure to dog and cat dander.....	Frequently
2. Exposure to dog and cat feces.....	Never
3. Work directly with dogs.....	Rarely
4. Exposure to cleaning chemicals.....	Rarely
5. Use cleaning tools: mops, brooms, floor "Zamboni", floor buffer, vacuum cleaner, etc.....	Never
6. Work outdoors.....	Rarely
7. Work in public environment, sometimes in retail.....	Rarely
8. Work in prison environment.....	Never
9. Work in office environment.....	Frequently
10. Perform work using a computer.....	Daily
11. Heavy lifting, up to 30 pounds.....	Rarely
12. Heavy lifting, 30 pounds or more.....	Never
13. Stoop, crawl, kneel, rise from a prone or kneeling position.....	Rarely
14. Sit for long periods of time.....	Daily
15. Stand for long periods of time.....	Rarely
16. Work in small or cramped spaces.....	Rarely
17. Perform work using a telephone.....	Rarely
18. Work with clients.....	Occasionally
19. Work with parties external to the organization.....	Rarely
20. Work with volunteers.....	Rarely
21. Drive organizational vehicles.....	Never
22. Handle checks, cash, credit card transactions.....	Never
23. Public Speaking.....	Never

Working Conditions Guidelines:

Daily = Daily

Frequently = Weekly

Regularly = Monthly

Occasionally = Quarterly to Bi-Annually

Rarely = Annually

Never = Never

**Title I of the Americans with Disabilities Act of 1990 (the "ADA") requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. "In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities."