



PR INTERNSHIP

Are you looking to enhance your resume with on-site experience in public relations, marketing and community relations while helping a great cause? Consider an internship at Foothills Animal Shelter (located at 580 McIntyre Road in Golden near 6th Avenue & Indiana on the Jefferson County Fairgrounds).

Foothills Animal Shelter is a true community resource that offers a broad variety of animal welfare programs and services. It is an exciting time for the organization.

Under the supervision of the Director of Community Relations, the PR intern will be expected to:

- Assist with writing press releases, emails and articles
- Update and expand media contacts
- Research media contacts and events online
- Post shelter events and information on media and community websites
- Interview past adopters and write success stories for future marketing use
- Assist the Director of Community Relations with other tasks as needed

The ideal candidate is someone who:

- Is detail-oriented, creative, organized and efficient
- Can multi-task
- Conducts him/herself in a professional manner
- Has good internet research skills
- Is an excellent writer
- Can meet set deadlines
- Wants to expand resume with on-the-job experience (either for college credit or professional growth)
- Believes in Shelter mission and wants to help the community

This internship is unpaid. The length of time may vary from 4-6 months—depending upon the individual's availability. The weekly expectation is a minimum of 20 hours, which will mostly be conducted at the Shelter along with a few home projects.

Join our team for a busy and rewarding PR internship. It offers great experience with a valued community organization. **This position will remain open until filled by an appropriate candidate.**

If interested, please submit BOTH items to employment@fas4pets.org.

- **Cover letter explaining why you would like to be a PR intern specifically for Foothills Animal Shelter**
- **Resume**