

## **Greenwood Wildlife Rehabilitation Center Communications & Fundraising Intern**

**About Us:** Greenwood Wildlife Rehabilitation Center is a nonprofit 501(c)(3) organization that is devoted to the rehabilitation and release of orphaned, injured, and sick wildlife. We are the largest wildlife rehabilitation center caring for mammals, birds, and waterfowl on the Front Range. We treat thousands of animals annually and over 200 different species have come through our doors since we were founded in 1982.

We also provide outreach programs for audiences of all ages regarding rehabilitation, humane solutions to human-wildlife conflicts, and how you can help Colorado's wildlife.

**Title:** Communications & Fundraising Intern

**Department:** Administration

**Reports to:** Community Relations Coordinator

**Hours:** Part-time, 15-20 hrs. per week (flexible days), temporary (May – September), hourly, non-exempt

**Summary:** Assist the Community Relations Coordinator with marketing and communications including social media, signage, photo and video production, fundraising projects, and public relations projects. Some remote work possible. Potential for year-round promotion in the fall.

### Essential Functions & Responsibilities:

- Assists with Greenwood Wildlife's social media interaction: liking, sharing and retweeting, following new accounts, and responding to comments.
- Builds social content calendars for use on all social channels.
- Reviews social posts' success and provides metrics, insights, and recommendations for future progress.
- Works with the Community Relations Coordinator to coordinate and write copy for Greenwood's social media using Hootsuite. Brainstorms new content and campaigns.
- Designs social media graphics via Canva or Adobe programs.
- Assists with copywriting for marketing materials for web, email, and other channels as needed.
- Writes 1 – 2 stories/blog posts per week to be shared on Greenwood's website and social media.
- Researches articles, resources, and other content that is relevant to Greenwood's brand.
- Assists with filming projects.



- Processes animal sponsorships.

### **Other Duties:**

Supports various fundraising events and their marketing efforts. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Required Qualifications**

- Strong demonstrated knowledge of digital media and communications, including proficiency in Facebook, Instagram, Twitter and other social media platforms.
- Proficiency with Microsoft Office Suite.
- Highly skilled in writing engaging and informational copy.

### **Preferred Skills**

- Some knowledge of DSLR cameras.
- Basic graphic design skills.
- Some knowledge/experience with wildlife/environmental communications.
- Creative thinker.

### **Working Conditions**

Work is performed in a wildlife rehabilitation center and shared office. Occasional remote work permitted. Potential exposure to cleaning agents, wild animals, and zoonotic diseases. Shift requires frequent standing, walking, bending, and lifting (daily up to 10 lbs. and occasionally 40 lbs.). Required to sit at a desk and use computer keyboard for most work shifts.

### **Schedule**

Regularly work at least two weekdays during normal business hours. Holiday, evening, and weekend hours may be required to ensure social media comments, messages, and inquiries are answered.

**Compensation:** Colorado minimum wage - \$12.56

*Greenwood Wildlife Rehabilitation Center does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*



**How to Apply:**

Electronic submissions only: [Mysti@greenwoodwildlife.org](mailto:Mysti@greenwoodwildlife.org)

Subject line: Communications & Fundraising Intern – [Name]

Please submit a PDF resume and cover letter describing your relevant experience and why you are a good fit for this position. Qualified applicants will be contacted directly to schedule an interview.

All applications must be received by **03/28/2022**

\*Must be legally authorized to work in the United States.



**GREENWOOD**  
WILDLIFE REHABILITATION CENTER