



## Communications & Philanthropy Intern

### Background

Freedom Service Dogs of America is a Denver-based nonprofit organization that unleashes the potential of dogs by transforming them into custom-trained, life-changing assistance dogs for people in need. Clients include children, veterans and active-duty military, and other adults. Their disabilities include autism, traumatic brain injury, cerebral palsy, spinal cord injuries, muscular dystrophy, multiple sclerosis, and post-traumatic stress (PTS). Since being founded in 1987, Freedom Service Dogs has paired hundreds of client-dog teams at no cost to the client. For more information, visit [freedom servicedogs.org](http://freedom servicedogs.org).

### Description

**Position title:**

Communications & Philanthropy Intern

**Reports to:**

Director of Communications and Events & Community Partnerships Manager

**Location:**

Freedom Service Dogs  
7193 S Dillon Ct  
Englewood, CO 80112

### Position summary

Freedom Service Dogs is seeking an intern to assist both the Communications and Philanthropy teams. They will help us tell stories about our life-changing work in an innovative way, and assist with a variety of projects. The ideal candidate has a great deal of work ethic and a desire to learn and be involved in multiple projects at once. Someone who is an excellent creative writer who thrives on creating meaningful content that moves people to action. Someone who is well-versed in using social media effectively, extremely organized with strong time management skills and attention to detail. Must work within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned. Preferred areas of study include: journalism, communications, marketing, or public relations.

### Duties and responsibilities

- Create social media content
- Assist with social media activities to increase engagement and monitor activity
- Take photos for social media
- Create social media calendar and reports
- Maintain media contact list
- Assist with disseminating press releases and PSAs to media contacts
- Research new media opportunities
- Monitor marketing trends in the community or region
- Assist with preparing progress reports
- Assist with promotions and other activities for special events
- Assist with special events and 3rd party fundraisers
- Represent FSD at special events and 3<sup>rd</sup> party fundraisers
- Solicit support for event and auction donation items
- Order supplies for special events and marketing
- Assist with logistical planning for special events
- Assist with coordination of special event volunteers

## **Qualifications**

- Excellent written and verbal communication skills
- Ability to interact with a variety of stakeholders, including all levels of staff and volunteers
- Interest in nonprofit work (interest in or knowledge of Freedom Service Dogs' mission)
- Strong organizational skills
- Ability to work independently and as part of a team, prioritizing workflow to meet deadlines
- This internship is open to individuals seeking degrees in communications, journalism, marketing, nonprofit management, event management, and other similar areas of study.

## **Other**

- Maintain security and confidentiality of all organization documents and files.
- Adhere to FSD dog care and training standards.
- Assist with dog care, kennel care and cleaning as needed.
- Other duties that may be assigned.

## **Work Environment**

This internship operates in a professional office environment. Employees will work in close proximity with all types and breeds of dogs to help socialize dogs in training. The noise level in the office environment is usually moderate. Occasionally, this job operates in dog kennels and surrounding areas. The noise level in dog kennels environment can often be loud. The location is a non-smoking environment.

## **Position Type and Expected Hours of Work**

This is an unpaid internship.

## **Travel and hours**

10-20+ hours per week for at least 3 months – days of the week and time of year can be flexible to best fit intern's schedule. Generally, only local travel, such as travel to meetings and special events, is expected. Some evening and weekend hours for special events and 3<sup>rd</sup> party fundraisers will be expected.

## **Office Skills:**

- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook and typing proficiency.
- Social media management

## **To Apply**

Please submit your resume, cover letter, and at least two (2) relevant writing samples to Erin Conley, Director of Communications at [econley@freedom servicedogs.org](mailto:econley@freedom servicedogs.org). The position will remain open until filled.

Please note – we will not respond to application status inquiries. No phone calls, please.