



OKTIBBEHA COUNTY
HUMANE SOCIETY

Job Opening: Pet Marketing Intern

The Oktibbeha County Humane Society (OCHS) is looking for a creative, self-driven Pet Marketing Intern to promote adoptable pets at the Starkville Animal Shelter. Reporting to the OCHS Director of Development and Community Relations, the individual will work approximately 15 hours a week with hours based upon his or her class schedule and the needs of OCHS. OCHS is glad to assist the successful candidate with obtaining college credit.

This is a grant-funded position with funding acquired for an eight-month period. Employment is not guaranteed, especially beyond expiration of the grant funding.

Job Responsibilities (including, but not limited to):

- Take photographs and video of adoptable pets.
- Write pet biographies – soliciting information from personal knowledge and input from shelter staff and volunteers.
- Develop and oversee off-site adoption events and other opportunities to expose the public to adoptable pets.
- Promote adoptable pets by:
 - Uploading relevant information to ShelterLuv (online animal welfare software)
 - Posting to social media
 - Preparing “Pet of the Week” e-mails and similar initiatives
 - Facilitating off-site adoption events
- Assist with the development and implementation of specific promotions and initiatives designed to enhance and increase pet adoptions.
- Represent OCHS in a professional, compassionate manner

Qualifications:

Required

- Ability to clearly communicate and willingness to assimilate with the “voice” of OCHS.
- Experience taking and editing photos, preferably with a (provided) DSLR.
- Understanding of social media basics.
- Keen attention to detail with a positive attitude and compassion for others.
- Strong computer skills and an ability and eagerness to learn new technical skills (i.e. use of ShelterLuv, an online database where animal information is stored; new photography skills; etc).

- Ability to meet deadlines and work on own initiative.
- Possess a valid driver's license and have reliable transportation.
- Availability to work approximately 15 hours per week, including availability through August 2019.

Preferred

- Proven social media experience for an organization.
- Successful event-planning experience.

To Apply:

All interested candidates are requested to submit to martha@ochsms.org their résumé, cover letter, a sample picture that the candidate has taken (ideally of an animal), and list of three references by January 31, 2019 for serious consideration. Job posting will remain open until filled. This job description in no way states or implies that these are the only duties to be performed by the Pet Marketing Intern. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. If offered the position, applicant must pass a criminal background check and drug testing.

About OCHS:

POCHS is a 501(c)3 nonprofit organization that contracts with the City of Starkville to manage the City of Starkville Animal Shelter. The Shelter is located at 510 Industrial Park Road, Starkville, Mississippi 39759. The Shelter is open to the public Tuesday – Saturday, 11:00 am – 5:30 pm.

POCHS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. POCHS complies with applicable state and local laws governing nondiscrimination in employment in every location in which POCHS has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, leaves of absence, compensation, and training.

POCHS expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran. Improper interference with the ability of POCHS employees to perform their expected job duties is absolutely not tolerated.