



## Intern Position Description

### Communications Intern

<b>Internship Location</b>	2031 Lowery Road, Morganton, GA 30560
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background and Social Security Number Verification
<b>Focus of the Internship</b>	Intern will gain experience in various communications specialties at a nonprofit chimpanzee sanctuary. The intern will also complete an independent project that can meet the requirements of the intern's academic institution (if applicable).
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>● Knowledge of Project Chimps' mission and values</li> <li>● Exposure to the operations of a chimpanzee sanctuary</li> <li>● Gain knowledge and educational experience in various communications skills by working on a committee with communications managers, graphic designers, social media managers, videographers, photographers and other communications specialists</li> <li>● Learn to use the results from metrics and analytics tools, such as Google Analytics and Facebook Insights, to advance communication campaigns</li> <li>● Attend and participate in monthly communications committee meetings</li> </ul>
<b>Orientation/Training</b>	<ul style="list-style-type: none"> <li>● Orientation will be scheduled the first day of the internship and includes the following: history and tour of Project Chimps, description of rules, safety protocols, chimpanzee behavior, and chimpanzee care protocols. Intern should attend the orientation wearing closed, rubber-soled shoes.</li> <li>● Intern will be given a manual and will be trained on the particular aspects of their role.</li> <li>● Intern will receive online training via CollaborNation. Once an intern finishes the required courses, they retain access to the full library of online courses.</li> </ul>
<b>Intern Responsibilities</b>	<ul style="list-style-type: none"> <li>● Work under the supervision of the Executive Director to create and implement online campaigns that appeal to program participants, volunteers, donors and constituents</li> <li>● Support the growth of Project Chimps' social media presence across multiple platforms</li> <li>● Collaborate with the Executive Director to develop social media content calendars on a weekly and monthly basis</li> <li>● Interview Project Chimps personnel and develop engaging stories appropriate to various online platforms including social platforms, website, digital newsletters, and blog</li> <li>● Gather digital media assets including photos and video under the supervision of the Manager of Administration and Executive Director</li> </ul>

	<ul style="list-style-type: none"> <li>● Produce compelling and platform-appropriate digital content using still photos and video provided by Project Chimps caregivers, volunteers and staff</li> <li>● Assist in the general distribution of press releases and media alerts</li> <li>● Provide support to our marketing and outreach team at live and online events, such as posting on social sites, responding to social comments during live events, interacting with supporters in person, etc.</li> <li>● Respond to comments and engage with followers on social media platforms</li> <li>● Represent and/or present on behalf of Project Chimps at various community events, as scheduling allows</li> <li>● Resident interns complete a weekly shift cleaning and tending to the intern residence</li> <li>● Attend weekly meetings with supervisor</li> <li>● Identify and develop an independent project (list of ideas will be provided at the time the internship starts). The project can meet the requirements of the intern's academic institution; present completed project in a written format and/or PowerPoint at a staff meeting at the end of the internship term.</li> </ul>
<p><b>Level of Difficulty</b>  <b>1=easy/5=demanding</b>  <small>(physical, mental, emotional)</small></p>	<ul style="list-style-type: none"> <li>● Physical difficulty is Level 1; most of the work occurs in an office setting, however, intern may assist with other activities and event work which may be up to a level 4 in physical difficulty, requiring physical strength and mobility</li> <li>● Mental difficulty is Level 4; requires learning procedures and protocols; independent project work requires critical thinking skills</li> <li>● Emotional difficulty is Level 2; intern will be around chimpanzees that are retired from biomedical research</li> </ul>
<p><b>Expected Environmental Conditions</b></p>	<p>Some of the work is performed outdoors in all weather conditions, which can include extreme heat and cold. (There is access to air conditioning/heat, restrooms, a kitchen, break room, drinking water, coffee, and computers as needed.)</p>
<p><b>Qualifications/Requirements for Intern Applicants</b></p>	<ul style="list-style-type: none"> <li>● Must be at least 18 years old</li> <li>● Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation</li> <li>● Pursuing a degree in Communications or related field</li> <li>● Passion for both animals and storytelling</li> <li>● Experience with social media/marketing and working knowledge of Facebook, Twitter, Instagram, YouTube, SnapChat, Pinterest, LinkedIn, Google+ or other online platforms</li> <li>● Excellent oral and written communication skills</li> <li>● Maturity and judgement for online dialogue and engagement</li> <li>● Proficiency with Microsoft Word, Excel and PowerPoint</li> <li>● Basic knowledge of Adobe Creative Suite including Photoshop and other digital media editing software preferred</li> <li>● Experience with metrics and analytics tools, such as Google Analytics and Facebook Insights preferred</li> <li>● Familiarity with WordPress preferred</li> <li>● Nonprofit and community service experience preferred</li> </ul>
<p><b>Restrictions</b></p>	<ul style="list-style-type: none"> <li>● Must arrive on time for shifts.</li> </ul>

	<ul style="list-style-type: none"> <li>● Must wear closed, rubber-soled shoes. Intern shirts will be provided by Project Chimps and a dress code must be followed at all times.</li> <li>● Must learn and follow all guidelines and policies of Project Chimps and follow directions given by staff.</li> <li>● Candidates must submit the required paperwork and pass a background check before being assigned. At least two letters of recommendation must be submitted with the application form when applying for an internship. Copies of any academic requirements should also be submitted. International interns are solely responsible for obtaining any required visas.</li> <li>● Should have access to a computer and ability to login into an online volunteer communication site to receive updates</li> <li>● Current TB test, Flu shot, Tetanus, Hepatitis A, and Hepatitis B shots required, unless you are medically exempt.</li> </ul>
<b>Internship Start Date</b>	Our internships are seasonal (see below). We have flexible start dates so we can work with your school schedule (if applicable). Spring: March-May Summer: June-August Fall: September-November Winter: December-February
<b>Internship Time Commitment</b>	32 hours per week for 12 weeks, flexible upon request
<b>Internship Scheduling Guidelines</b>	We are open 7 days a week and will set up a flexible schedule to complete the required 32 hours per week. Some events will require the intern to work longer days, on the weekend, or on holidays, to help cover peak social media periods around these events.
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	All necessary equipment will be provided.
<b>Optional Tools/Equipment</b>	Interns are encouraged to bring their own laptops, smartphones and/or personal cameras.
<b>Supervisor(s)</b>	Deanna Stratton, Manager of Administration, Project Chimps: 706-374-0021; <a href="mailto:dstratton@projectchimps.org">dstratton@projectchimps.org</a>
<b>Additional Mentor(s)</b>	Ali Crumpacker
<b>Number of Concurrent Internship Openings</b>	1
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>● This is an unpaid position. On-site housing may be available for interns committing to at least 32 hours per week and will be discussed after receipt of the initial application; please note your interest in housing accommodations in your cover letter. Housing is co-ed, and has two bedrooms, kitchen, living room, and is equipped with internet. Food must be provided by the intern if staying on-site. Parking is available for interns with vehicles. The property and house are non-smoking. Staff or volunteers will provide interns with weekly trips into town for grocery shopping.</li> <li>● Interns will have no physical contact with the chimpanzees.</li> </ul>
<b>Updated</b>	12.7.2018