

Communications & Development Internship

Chintimini Wildlife Center (CWC) is a wildlife education & rehabilitation organization serving Corvallis and surrounding areas. CWC is seeking a Communications & Development Intern to support its development, marketing, and communications efforts. This internship is an excellent opportunity to gain experience in various aspects of running a nonprofit organization.

Duties/Responsibilities

Communications (60%):

- Assist in the creation of content for social media (Facebook, Instagram, and TikTok)
- Assist in maintaining our social media channels by posting new content and engaging our followers with Stories, Reels, or posts as necessary
- Take respectful photos/videos of wildlife (rehab patients and education ambassadors) under the direction and discretion of program directors and in line with CWC guidelines and core values
- Assist in the creation/writing/design of the monthly e-newsletter
- Assist in the updating of website and online presence
- Assist with general outreach,
- Plan and create a communications project based on individual

communications career goals (optional)

- Provide support to the communications team as needed

Development (40%):

- Become familiar with and use CRM software
- Process and mail donor acknowledgement letters weekly
- Help scan, file, and organize donation documents
- Assist in planning and organization of CWC's fundraising events
- Research foundations and corporate partnerships that may benefit the organization
- Provide support to the development team as needed

Knowledge/Skills

- Experience working with databases a plus
- Discretion when dealing with sensitive issues and information
- Proficiency in G-Suite products (Gmail, Calendar, Docs, Drive, Meet, etc.)
- Strong interest in one or more: program development, fundraising, project management nonprofit sector, or communications and marketing
- Photography skills are desirable but not required

Qualifications

The ideal candidate:

- Must be 18 years of age or older
- Must pass a background check
- Will have excellent communication skills—written and verbal
- Has the ability to handle multiple tasks and meet deadlines in a timely manner
- Is able to work independently and as part of a team
- Currently has or is pursuing a degree in Marketing/Communications, Public Relations Nonprofit Management, or other relevant field

Interns are strongly encouraged to be current on their Tetanus and Covid-19 vaccinations. **Must be at least 18 years of age to apply.**

Working Conditions

Intern duties will be performed at Chintimini's 9.4-acre property located in Corvallis, OR. Reliable daily transportation is required.

Commitment & Compensation

Intern is required to work 12 hours per week (typically Mon-Fri) with some scheduling flexibility to accommodate school and/or work schedules. This is a 6-month, unpaid internship and is considered to be a volunteer position. Participation in our internship program does not guarantee paid employment with us in the future.

College Credits

If approved by your college advisor, you may be able to earn credit hours in exchange for your time. One credit represents approximately 3 hours per week for an academic term. We encourage you to begin discussing with your advisor **prior to your interview**. Interns are responsible for any and all paperwork involved, so be proactive in understanding and completing all requirements for earning credit.

How to apply

To apply, please fill out our online application form at www.chintiminiwildlife.org/internships. Please note that you will need to upload a **resume, cover letter, and relevant work samples** (photography, graphic design, writing, etc.) and include two references.

Applications must be submitted directly through our website. We do not accept applications through any other platform. If you have any questions about this position or the application process, contact our staff via the info below.

Erika Seirup

Interim Executive Director

Director of Development & Communications

Chintimini Wildlife Center

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