

**Chenango County SPCA
6160 County Road 32
Norwich, NY 13815
(607) 334-9724
www.chenangospca.org**

Marketing and Events Internship Job Description

Hours: Varies (typically minimum of 10-15 hours per week)

Schedule: Flexible to include weekdays and weekends according to the needs of the CCSPCA

Supervisor: Director of Development

Job Responsibilities:

- Assist with the marketing efforts of the agency and for agency events
- Create flyers and other printed materials
- Create print materials for events
- Reproduction of flyers and other informational material
- Assist with web page content development and social media
- Assist with the planning of events, including attending planning meetings
- Assist with some administrative work as needed
- Other duties as assigned

Skills Desired:

- Strong Computer Skills in word processing, spreadsheets, Publisher or other creative software programs, email and internet
- Ability to operate office machinery – copy machine, computers, printers etc. Word processing skills and Excel, Internet and other experience desirable.
- Must be well organized and detail oriented
- Must have excellent written and verbal communication skills
- Ability to work independently.
- Comfort level working with staff, volunteers and general public at events

Minimum Requirements:

- High School Diploma or equivalent
- Valid Driver's License
- Must be 18 years old

Interested candidates should send in a resume, cover letter and three references to:

**CSPCA Internship
6160 County Road 32
Norwich, NY 13815**

Or by email to info@chenangospca.org