Position: Community Relations Intern - Unpaid
Application Deadline: Rolling - Recruiting for 2021
Summer and Fall

Details: Sunset Zoo is looking for a Community Relations Intern with flexible scheduling May 2021 through August 2021, 20-30 hours per week, as a volunteer experience. The position will be based at Sunset Zoo Admin offices located at Sunset Zoo.

The Community Relations Intern will:
• Design posters, information pieces, guides, t-shirts, and event info
• Create an e-newsletter to share with those registered for information through Sunset Zoo
• Create social media posts
• Work to develop a strong social media presence
• Assist with branding of Sunset Zoo and Sunset Zoo related events
• Work on the sunsetzoo.com website
• Photograph summer activities and build photography library
• Assist with a facilities signage audit as needed
• Assist with Sunset Zoo events
• Assist with events such as Wine in the Wild and Brew at the Zoo along with other events
• Assist with Community Education related to improvements within the community
• Assist with Rentals and other events as necessary

Requirements:
• MUST have direct experience with Adobe software including InDesign, Illustrator, Photoshop
• Strong creative and graphic design abilities
• Knowledge of basic design and printing/pre-press concepts (e.g., bleed, crop marks)
• Strong attention to detail
• Problem-solving skills
• Driver’s license
• Strong oral and written communication skills and the ability to coordinate multiple tasks
• Interest in animals, education, conservation also a plus

Submit a resume and cover letter outlining why you want to work with Sunset Zoo and what qualities, skills and attributes you possess to Melissa Kirkwood, Marketing/Development Officer, at melissa.kirkwood@cityofmhk.com

Experience application available on Sunset Zoo website at Volunteer Career Experience - http://sunsetzoo.com/394/Volunteer-Career-Experience