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## Community Engagement Internship

**Background:** The Humane Society of Harlingen offers unpaid internships for high school Juniors & Seniors, college students, and recent graduates. The Humane Society of Harlingen admits an average of 6,000 animals annually, and services thousands more during clinics and other community engagement initiatives. Community Engagement Interns are offered the unique ability to gain hands-on experience in media/social media communications, branding, marketing/advertising, public relations, budgeting, grant writing, fundraising, development, donor stewardship, retention and cultivation, event planning, community partnerships, community outreach and engagement, all while being a part of the lifesaving team at HSH.

HSH offers year-round internship opportunities for the spring, summer, and fall semesters. Under the direction of HSH Staff, community engagement interns will be responsible for all aspects of daily engagement, including:

- Maintaining a social media & website presence
- Maintaining mission-based public relations with the community
- Maintaining a budget
- Marketing partnership and sponsorship opportunities to the community
- Growing outreach & engagement options with the community
- Cultivating, retaining and stewarding donors
- Branding communications
- Researching, writing and reporting on grants
- Planning and facilitating fundraisers and continuing development opportunities
- Planning for viable fundraising and community events
- Planning, retaining and growing community partnerships
- Maintaining shelter efficiency

### Qualifications:

- Strong passion for saving the lives of lost & homeless pets in the RGV.
- Ability to remain calm when working under pressure in a fast paced environment.
- Ability to work well with others and work as a team to provide high quality service.
- Maintain compassion and goal-based mindset in difficult situations.
- Provide reliable, timely support as a part of the HSH team.
- Ability to lift 50 pounds without assistance.
- Coursework in communications, public relations, marketing/advertising, development, event planning, or experience/interest in related fields.

### Hours:

Humane Society of Harlingen interns are required to work 15-20 hours per week for a minimum of 12 weeks. Weekends may be required. Hours are flexible, and exceptions can be made to account for educational commitments. HSH operates from 8 AM to 5 PM, seven days a week.

### Dates:

Start dates are determined after interviews are complete and are based on the number of applicants and their availability. School hours and commitments are taken into consideration.

### Application Instructions:

To apply, send an application, cover letter and resume to [intern@hshtx.org](mailto:intern@hshtx.org) or mail or deliver a hard copy to: 1106 Markowsky Ave Harlingen, Texas 78550.

Upon request, a written evaluation will be sent to the school or organization of the interns choosing at the completion of the internship.



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## Community Engagement Internship Application

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

List your ideal beginning & end dates: \_\_\_\_\_

List your date and time availability: \_\_\_\_\_

What is your current major/area of study? \_\_\_\_\_

Describe any student organizations, job experiences, additional coursework, skills, degrees, certifications, or licenses that you have that will help you with this internship.

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Describe your career goals and how this internship will help you reach those goals. Be specific about the experiences you want to gain through this internship and why you believe this internship can provide such an experience.

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What is your current status? (circle one)

HS Junior      HS Senior      College Freshman      College Sophomore  
College Junior      College Senior      Graduate Student      Other \_\_\_\_\_

When do you expect to graduate? \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_