



Event Planning Internship

Fall 2025

General Description:

Join the Humane Society of North Central Florida as an Event Planning Intern and gain hands-on experience in coordinating impactful adoption events and our signature fundraiser, Woofstock. You'll play a vital role in organizing event logistics, securing silent auction items, and supporting sponsorship outreach. This internship is ideal for individuals with prior experience in event coordination, fundraising, or sales who want to help animals and build their professional portfolio.

Please note that this is an unpaid internship, and we welcome dedicated college students who are passionate about making a positive impact on the lives of animals.

To be applicable, you must be available on Thursday, November 6, 2025 (all day until 10 p.m.), for Woofstock.

If you have any questions or would like more information, please reach out to Jordyn, Development Coordinator, at jordyn@humanesocietyncfl.org.

Application & Interview Process:

Candidates are required to showcase their passion and skills by submitting an application package.

Please include ALL of the following:

1. Resume
2. Cover letter
3. Availability for internship hours
4. Sample event campaign for our shelter
 - Please create a sample one-day event campaign for our shelter to showcase your creativity, planning skills, and understanding of our mission. Your submission should include a name, brief description, three goals, and 2–3 promotional materials such as a flyer, social media post, or email graphic. Feel free to use our branding from our social media platforms. We recommend Canva as a free, user-friendly design tool.

Please email your application package to Jordyn@humanesocietyncfl.org

The application deadline is Thursday, August 14, 2025.

If you are contacted for an interview, you will receive a link to select an interview time.

Interviews will be conducted in person or online and take place on one of the following dates:

- Monday, August 18, 2025, between 8:30 a.m. and 10:30 a.m.
- Tuesday, August 19, 2025, between 2:30 p.m. and 4:30 p.m.

Please make sure you are available during one of these days and time windows.



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Schedule:

The Fall HSNCF Fundraising and Communications internship runs from 08/25/25 to 12/12/25.

Interns must be available to work two days each week on the following days:

- Monday or Tuesday - 4 to 6 hours
- Wednesday, Thursday, or Friday - 4 to 6 hours

Interns are expected to commit to 8-12 hours per week. Please note that in-office presence is required, with working hours scheduled between 8:30 a.m. and 4:00 p.m.

Qualifications & Experience:

- **Event Planning or Fundraising Experience:** Prior involvement in coordinating events, securing donations, or assisting with fundraising campaigns. Experience with silent auctions, sponsor outreach, or donor engagement is a strong plus.
- **Educational Background:** Currently pursuing a degree in a relevant field (e.g., event planning, public relations, marketing), showcasing dedication to learning and growth.
- **Communication Skills:** Excellent verbal and written communication skills to effectively convey our mission and initiatives, as well as confidence in reaching out to businesses for donations and sponsorships.
- **Passion for Animals:** A strong love for animals and comfort in their presence.
- **Nonprofit Interest:** Genuine enthusiasm for nonprofit work and a commitment to community impact.
- **Technical Proficiency:** Proficient with computer systems and familiar with tools like Google Workspace and Canva, or willing to learn quickly. Access to a personal laptop is required.
- **Self-motivated and Organized:** Strong organizational skills, attention to detail, and the ability to manage multiple tasks and meet deadlines independently.
- **Reliable Transportation:** Must have dependable transportation to fulfill internship responsibilities.



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Responsibilities & Duties:

- **Fundraising Event Assistance:** Contribute to the planning and execution of fundraising events.
 - **Soliciting & Acquiring Donations:** Aid in obtaining in-kind donations for Woofstock, which is our biggest fundraiser of the year.
 - **Record Keeping:** Maintain organized records of donor and sponsor outreach
 - **Online & Onsite Auction Preparation:** Assist with entering auction items into fundraising software, assembling and styling appealing auction baskets and displays, and developing marketing materials and tools to promote the auction both online and at the event.
 - **Campaign Research & Development:** Conduct research on best practices for the upcoming fundraising campaigns.
- **Exceptional Customer Service:** Interact with community members across various communication channels, including online, phone, and in person, delivering exceptional customer service and fostering positive relationships.
- **Adaptable Assistance:** Be prepared to assist with other tasks as needed, showcasing flexibility and a willingness to contribute to various aspects of the organization's activities.

Physical Requirements & Working Conditions:

- **Good Health Requirement:** Candidates must be in good health. Any pre-existing allergic conditions exacerbated by exposure to animals, chemicals used for sanitation, facilities, vehicles, or equipment will disqualify applicants.
- **Nature of the Job:** Due to the nature of the role, there may be occasional exposure to deceased, injured, sick, unruly, vicious, and/or dangerous animals. Additionally, exposure to parasites and infectious diseases is possible.
- **Job Duties:** Successful candidates must be willing and physically able to perform all duties listed in the job description. This includes tasks that may involve varying levels of physical activity and interaction with animals.
 - These conditions are outlined to ensure the well-being and safety of our team members and align with the demands of the role. Prospective candidates should carefully consider these factors when applying for this position.