



INTERNSHIP DESCRIPTION

Fundraising and Communications Intern

GENERAL DESCRIPTION

Join the Humane Society of North Central Florida as a Fundraising & Communications Intern and gain hands-on experience supporting the development department. Interns assist with fundraising, donor stewardship, communications, and social media management while learning the operational and administrative functions of a high-performing animal welfare organization.

This unpaid internship provides valuable professional experience in marketing, communications, and nonprofit development. Academic credit can be arranged. If you're passionate about nonprofit work and eager to gain relevant, career-building skills, we encourage you to apply.

SCHEDULE

Internships are offered each semester:

- **Spring:** January – April
- **Summer:** May – August
- **Fall:** August – December

A commitment of **10 hours per week onsite** is required; **15 hours/week** is recommended for the strongest learning outcome. Most shifts take place **Tuesday–Thursday** to align with the development team's workflow.

RESPONSIBILITIES AND DUTIES

Interns will support the development team with tasks such as:

- Assisting with planning and executing fundraising events.
- Soliciting donations for silent auctions (summer & fall semesters).
- Providing exceptional customer service by phone, email, and in person.
- Completing administrative tasks related to donor and campaign management.
- Producing content for HSNCF social media channels (Facebook, Instagram, TikTok).
- Creating graphics and marketing materials for events, programs, and outreach.
- Supporting additional duties as assigned based on organizational needs.

Tasks and duties may shift to support the needs of the development team and shelter operations.



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QUALIFICATIONS AND EXPERIENCE

The strongest candidates possess:

- **Current pursuit of, or completion of, a degree in marketing, communications, public relations, business, nonprofit management, or a related field.**
- **Interest in nonprofit work and fundraising.**
- Comfortable working with and around animals.
- Strong written and verbal communication skills.
- **Solid organizational skills** and the ability to prioritize tasks and meet deadlines.
- Computer proficiency and **access to a personal laptop.**
- Preferred (not required): experience with Google Workspace, Excel/Sheets, Social Media, Canva, and Constant Contact.
- Reliable transportation.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Must be in good health. Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles, or equipment is a disqualification.
- By nature of the job, there is occasional exposure to dead, injured, sick, unruly, vicious, and/or dangerous animals in addition to exposure to parasites and infectious diseases.
- Must be willing and able to perform all duties listed above.

EXPECTED LEARNING OUTCOMES

By the end of the internship, students will:

- With guidance, plan and execute a fundraising campaign from concept to evaluation.
- Develop a portfolio of social media content and graphics.
- Understand key fundraising concepts, including budgets, restricted vs. unrestricted funds, donor stewardship, and campaign structure.
- Demonstrate familiarity with nonprofit fundraising terminology and the role of a development office.
- Gain experience in event planning, communications, and donor outreach.
- Receive evaluation and feedback for professional growth.

TO APPLY FOR THIS INTERNSHIP, APPLICANTS MUST

Applicants **complete the application form** [HERE](#).

Email supporting application materials to development@humanesocietyncfl.org.

Application deadlines vary each semester.