KC Pet Project
Marketing & Development Intern
Job Description

Reports to: Manager of Marketing & Development

Commitment: This is a flexible, summer internship requiring 8-16 hours a week and some weekends. This is an unpaid internship.

Responsibilities:
• Assist Manager of Marketing & Development with daily jobs
• Attend and manage offsite adoption events
• Lead teams of volunteers at events
• Design marketing materials and other graphics
• Help with adoptions
• Write news releases as assigned
• Distribute marketing collateral in the community
• Work adoption events at main shelter, Zona Rosa, and Petco
• Other projects depending on intern’s desired outcome

Qualifications:
• Proficient in Microsoft Office applications
• Knowledge of design software including InDesign, Photoshop, and Illustrator is preferred
• The ability to write clearly and accurately using proper grammar
• Must be able to work in a crowded, busy environment
• Able to work with the KC Pet Project team

The Marketing and Development Intern should be friendly and engaging. They should be comfortable with handling dogs and cats and have a valid driver’s license. They will be working mainly out of the main shelter location, but some work may be done from home. KC Pet Project is a nonprofit organization that operates the Kansas City, MO animal shelter, caring for nearly 9,000 pets a year. We are the largest No Kill shelter in Kansas City and the 4th largest, open-admission, No Kill shelter in the United States.

Please send cover letter and resume to Tori Fugate at Tori.Fugate@kcmo.org.