



## **Social Media Intern**

Do you love cats? We do too!

Heaven on Earth is seeking a positive and self-motivated, tech-savvy individual who is eager to change the world and make a difference by applying their skills and abilities to help save cats and kittens in Los Angeles.

Founded in 2000 with humble beginnings, Heaven on Earth's mission to this day remains consistent: to transform the lives of homeless cats through rescue, sanctuary, and new beginnings.

We adopt cats and kittens that we have rescued from Los Angeles City and County shelters and have been surrendered to us from private owners. Our medical team of veterinarians, trained staff, and volunteers treat cats and kittens with medical conditions, including momma cats and kittens, and underaged kittens. Our veterinary team at the clinic at the West Valley Animal Shelter provides no or low-cost spay/neuter services to owned animals through the City's voucher program. Our SpayShip Transport Program helps facilitate the spay/neuter of community and owned cats.

Heaven on Earth is seeking a positive and energetic individual to assist with our social media campaigns and strategies in order to increase followers, expand awareness, and drive support to the organization.

We are a mission-driven and hard-working group that thrives in a positive and cat-friendly environment.

Social Media Intern Responsibilities:

- Coordinates traffic on Heaven on Earth's social media accounts and posts content.
- Brainstorms campaign ideas.
- Monitor various social media platforms such as Facebook, Instagram, and Twitter.
- Analyzes analytics to gauge the success of campaigns.
- Understands the work of Heaven on Earth, including our programs, mission, and history.
- Engages with social media followers.
- Provide suggestions to management for improving user experience on social platforms and internal processes.
- Assists in creating performance reports.
- Takes photos and video footage of cats, volunteers, and staff on-site.

The position is based at our North Hollywood location and will be 10 hours per week. Tasks will be performed onsite with the option of some approved tasks being performed remotely. This position works directly with the Finance & Development Coordinator and reports to the Executive Director.

This is an unpaid position. While this position is unpaid, we are happy to provide documentation including the number of hours worked, description of duties, and major accomplishments for educational credit or to other potential employers after a six-month commitment.

Social Media Intern Qualifications / Skills:

- Social media marketing
- Online engagement
- Verbal communication
- Organization
- Professionalism
- Customer focus
- Basic video editing skills are preferred but not required.

Education

- Currently pursuing education and/or career in social media
- Prior animal welfare industry experience is preferred

Must have the ability to work in North Hollywood California and with cats and kittens.

All current state and local COVID-19 protocols will be observed.