

Communications Intern

Wolf Haven International is seeking a Communications Intern to join our team! This position supports Wolf Haven's various communications activities, which can include **writing and editing, video production, graphic design, web development, social media, and/or other communications work** that engages a wide community of Wolf Haven supporters and stakeholders. This is a unique opportunity to gain practical experience with a great local nonprofit whose fun and dynamic team consists of 20 staff, over 50 volunteers, and many outstanding community friends and partners.

The workload may vary depending on the project and the unique skills and availability of the intern. Preferably, the Communications Intern would work **6-14 hours per week for a minimum of 3 months and up to an entire school year.** The exact timing of the work is flexible and can take place in-person, hybrid, or remote. Depending on the needs of the student, Wolf Haven and your university may be able to develop an independent learning contract to provide **academic credit or work study payments**.

The Communications Intern should have an **interest in wildlife, conservation, and science, with a desire to communicate with members of the public about Wolf Haven's mission.** They support the organization's various programs and help the organization to become more diverse, equitable, and inclusive.

Essential Functions

- Work with Wolf Haven's Communications Manager to implement a variety of outreach and communications projects
- Assist with social media marketing, including coordinating or developing content to share based on the social media calendar, monitoring pages for spam, and responding to comments & messages across platforms
- Work with conservation, education, and animal care staff to publish news updates through Wolf Haven blog posts, press releases, and e-newsletters that inspire people to take action
- Contribute ideas and a unique perspective to Wolf Haven's communications plan to help develop new and exciting ways to engage a growing audience
- Depending on the intern's technical skills and interests, the position can explore additional projects related to video production, web development, graphic design, and more

Required Qualifications

- Personal alignment with and passion for Wolf Haven's mission and values
- Self-starter with a passion for communications
- Good writing and editing skills, understanding of and interest in digital communication tools, and comfort in learning new platforms
- Some skills (or desire to build skills) in web development, social media, graphic design, video production, and/or other multimedia
- Ability to manage multiple projects and work with staff to manage deadlines effectively

To Apply

Submit a brief cover letter and resume (in Microsoft Word or PDF format) to **internships@wolfhaven.org**. No phone calls please. Applications are reviewed quarterly in February, May, August, and November.

Please include **Communications Intern Application: [Last Name, First Name]** in the subject line.



Education Intern

Wolf Haven International is seeking an Education Intern to join our team! This position supports Wolf Haven's various environmental education and outreach activities, which can include **onsite education groups, offsite education experiences including classroom and booth events, virtual experiences and onsite public experiences** that engage a wide community of the general public. This is a unique opportunity to gain practical experience with a great local nonprofit whose fun and dynamic team consists of 20 staff, over 50 volunteers, and many outstanding community friends and partners.

The workload may vary depending on the timeframe and the goals of the intern. Preferably, the Education Intern would work **6-20 hours per week for a minimum of 3 months and up to 6 months.** The exact timing of the work is somewhat flexible and takes place in-person or hybrid. Depending on the needs of the student, Wolf Haven and your university may be able to develop an independent learning contract to provide **academic credit or work study payments**.

The Education Intern should have an **interest in wildlife, education, conservation, and science, with a desire to communicate with members of the public about Wolf Haven's mission and the natural environment.** They support the organization's various programs and help the organization to become more diverse, equitable, and inclusive.

Essential Functions

- Work with Wolf Haven's Education Team to implement a variety of outreach and education experiences
- Assist with programs and offsite booths independently and as part of a team while creating a safe, fun learning environment.
- Provide appropriate oversight for Education volunteers.
- Contribute and participate as an active part of the team at Wolf Haven International with inspiration, encouragement, enthusiasm and respect. Making sure that ideas and opinions are expressed for the good of the organization.
- Depending on the intern's technical skills and interests, the position can explore additional projects related to education and outreach, web development, graphic design, and more

Required Qualifications

- Personal alignment with and passion for Wolf Haven's mission and values
- Self-starter with a passion for education
- Proficient (or desire to become proficient) in presentation skills to very diverse audiences from preschoolers to senior citizens and college students.
- Some skills (or desire to build skills) in environmental education and outreach
- Ability to manage multiple projects and work with staff to manage deadlines effectively

To Apply

Submit a brief cover letter and resume (in Microsoft Word or PDF format) to **internships@wolfhaven.org**. No phone calls please. Applications are reviewed quarterly in February, May, August, and November.

Please include **Education Intern Application: [Last Name, First Name]** in the subject line.



Grant-Writing Development Intern

Wolf Haven International is seeking a motivated & detail-oriented Development Intern to support grant writing and fundraising initiatives at our organization! This position is tailored to individual applicants and will focus on building practical development skills through hands-on **grant research, writing, and tracking**. The culminating project will be a mid-size grant proposal of $10,000 or more, demonstrating the intern's growth and contribution to Wolf Haven's fundraising efforts.

The workload will vary depending on the unique skills and availability of the intern. Preferably, the Development Intern would work **5-10 hours per week for the duration of the project**. The exact timing of the work is flexible and can take place in-person, hybrid, or remote. Depending on the needs of the student, Wolf Haven and your university may be able to develop an independent learning contract to provide **academic credit or work study payments.**

The Development Intern should have an **interest in wildlife, conservation, and science, with a desire to raise funds in support of Wolf Haven's mission**. They support the organization's programs and help the organization to become more diverse, equitable, and inclusive.

Potential Areas of Focus

- **Grant Writing**
  - Draft and submit smaller grants in the $1,000–$5,000 range to build foundational writing skills
  - Complete a culminating project: a mid-size grant proposal of $10,000 or more
- **Grant Prospecting**
  - Research and identify new grant opportunities using platforms such as Instrumentl and Grant Station
  - Qualify identified funders through additional research to assess fit and feasibility
- **Grant Tracking**
  - Update Wolf Haven's grant tracking tool with newly identified opportunities and deadlines
  - Help prepare the organization for upcoming grant cycles by maintaining an accurate and current funding pipeline

Required Qualifications

- Personal alignment with and passion for Wolf Haven's mission and values
- Self-starter with a passion for fundraising and development
- Good writing and editing skills, with an interest in persuasive and grant writing
- Some skills (or desire to build skills) in grant research, grant writing, nonprofit fundraising, and project management
- Ability to manage multiple projects and work with staff to manage deadlines effectively

To Apply

Submit a brief cover letter and resume (in Microsoft Word or PDF format) to **internships@wolfhaven.org** o phone calls please. Applications are reviewed quarterly in February, May, August, and November.

Please include **Development Intern Application: [Last Name, First Name]** in the subject line.



Project-Based Communications Intern

Wolf Haven International is seeking a motivated & detail-oriented Communications Intern to support project-based initiatives at our organization! This position is tailored to individual applicants and will generally focus on one specific project rather than the full scope of Wolf Haven communications work. Projects areas could include (but are not limited to) **writing and editing, video production, graphic design, web development, social media, event planning, or marketing/public relations.** The end result of the project should revitalize Wolf Haven's communications or fill an important program gap.

The workload will vary depending on the unique skills and availability of the intern. Preferably, the project-based Communications Intern would work **6-14 hours per week for the duration of the project**. The exact timing of the work is flexible and can take place in-person, hybrid, or remote. Depending on the needs of the student, Wolf Haven and your university may be able to develop an independent learning contract to provide **academic credit or work study payments.**

The project-based Communications Intern should have an **interest in wildlife, conservation, and science, with a desire to communicate with members of the public about Wolf Haven's mission.** They support the organization's programs and help the organization to become more diverse, equitable, and inclusive.

Potential Areas of Focus

- **Archive Digitization**
  - sort, upload, and edit historic *Wolf Tracks* articles for Wolf Haven's blog
  - process and label archival photo & video footage from various Wolf Haven servers
- **Merchandise**
  - work with the Visitor Center Specialist to develop sustainable & eco-friendly merch using Wolf Haven's new logo, and propose new ways to market merchandise
- **Multimedia**
  - film, edit, and produce a new introductory "welcome video" for Wolf Haven's visitor center to play at the start of every visit
  - audit & organize Wolf Haven's YouTube channel for proper usage
- **Social Media**
  - analyze Wolf Haven's current social media content/distribution strategy and propose upgrades according to industry trends
  - research and develop a Patreon account

Required Qualifications

- Personal alignment with and passion for Wolf Haven's mission and values
- Self-starter with a passion for communications
- Good writing and editing skills, understanding of and interest in digital communication tools, and comfort in learning new platforms
- Some skills (or desire to build skills) in web development, social media, graphic design, video production, and/or other multimedia
- Ability to manage multiple projects and work with staff to manage deadlines effectively

To Apply

Submit a brief cover letter and resume (in Microsoft Word or PDF format) to **internships@wolfhaven.org**. No phone calls please. Applications are reviewed quarterly in February, May, August, and November.

Please include **Comms Project Intern Application: [Last Name, First Name]** in the subject line.