



Internships

At Beaverhead Animal Shelter

Summer Intern Openings

Beaverhead Animal Shelter is looking for Dillon-based students for the following roles:

Marketing/Administration:

- Assist with shelter marketing & publicity.
- Perform various administrative tasks related to the shelter office.
- Interact with shelter guests and the general public to advance the mission of the shelter.
- Create graphics and print material for marketing across multiple platforms and news sources.
- Work closely with shelter Social Media Team to create engaging content.

Financial Management/Administration:

- Assist with shelter day-to-day transactions.
- Provide reports and simple bookkeeping tasks via Quickbooks software.
- Perform various administrative tasks related to the shelter office.
- Work closely with shelter Fundraising Team to meet revenue goals.

These positions will provide a valuable behind-the-scenes look at what it takes to run a small business or non-profit organization, and have the potential to transition to paid roles in the future. Please email your resume, and a letter of interest, to beaverheadshelter@gmail.com. Positions to be filled as soon as a possible.

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