



Function: Development  
Job Title: Special Events Intern  
Job Status: Unpaid (15 hours a week)  
Reports to: Special Events and Corporate Relations Officer

IndyHumane is seeking a Special Events Intern to assist the Special Events & Corporate Relations Officer in the planning and coordination of our largest fundraiser. Mutt Strut is a one-of-a-kind event for pets of all shapes and sizes! Nearly 4,000 people and pets attend Mutt Strut each year from across Indiana! Mutt Strut takes place at the historic Indianapolis Motor Speedway on Saturday, April 25<sup>th</sup>, 2020.

**Qualifications:**

- Current college student
- Minimum 3.0 GPA preferred
- 15-20 hours per week availability
- Strong writing and proofreading skills

**Duties include:**

- Assisting with Mutt Strut event coordination to ensure goals and timelines are met.
- Must be available on Saturday, April 25<sup>th</sup> from 6 a.m. to 6:00 pm.
- Communicate clearly with vendors, sponsors, volunteers and event guests.
- Assist with data entry.
- Develop a working knowledge of IndyHumane's operation, mission to represent the organization to the community.
- Perform other duties and special projects, as assigned.

**Successful candidate will demonstrate:**

- Accuracy and attention to detail.
- Flexibility and effective task management.
- Sensitivity to confidential information.
- Project management skills.
- Ability to effectively communicate with people.
- Ability to prioritize and work effectively as a member of the team.
- Excellent written, oral and analytical skills.
- Proficient in computer applications (Word, Excel, Publisher, etc.).
- Commitment to the mission of the Humane Society of Indianapolis.
- Flexibility, high energy level, initiative.

**Other details:**

This position is unpaid. Hours are flexible but may include occasional evening or weekend events if candidate is able to attend.

**To apply:**

Please submit your cover letter and resume to: [jbennett@indyhumane.org](mailto:jbennett@indyhumane.org)