



PACIFIC COAST QUARTER HORSE ASSOCIATION

935 Riverside Avenue, Suite 17, Paso Robles, CA 93446

Ph.: (805) 226-7509 E: Office@PCQHA.com Office Hours: Mon-Thurs 9am-12pm

Digital Communications and Office Assistant Internship

If you are a hard-working and enthusiastic college student looking for an internship in the Equine Industry, the Pacific Coast Quarter Horse Association has an internship opportunity available during Fall & Winter Quarter.

Application Deadline: September 15, 2018

Internship Duration: September 24, 2018 – February 28, 2019

Description

PCQHA is seeking an individual with a strong background in communications and digital media. Interns will manage several social media platforms and assist the PCQHA office manager with general office tasks. Candidates with a strong equine or livestock background preferred.

Interns will be expected to work 8-10 hours per week at the PCQHA office in Paso Robles, CA. Reliable transportation is a must.

Description

- Work with PCQHA office manager to create and implement engaging social media content
- Assist in the general distribution of press releases and media alerts
- Conduct live interviews with class winners and exhibitors
- Assist office manager with mailings and general office tasks

Qualifications

- Sophomore, Junior or Senior Standing
- In-depth working knowledge of Facebook, Instagram, YouTube, and Snapchat and other computer applications
- Excellent oral and written communication skills

Compensation

\$1,500 Scholarship

Please email a resume, cover letter, work/writing sample(s) and completed application to Ali at office@pcqha.com.

INTERNSHIP APPLICATION FORM

Name: _____ D.O.B _____ (mm/dd/yy)
(Last) (FIRST) (MI)

Local Address: _____
(street) (City) (Zip)

Permanent Address: _____
(If different) (street) (City) (Zip)

Home Phone: (____) _____ Work Phone: (____) _____

Email Address _____

IN CASE OF EMERGENCY CONTACT

Name _____ Relationship _____

Phone: Cell: _____ Home: _____

I am applying for the Fall / Spring / Summer Semester. (circle one)

Dates _____

What year are you in? _____

What is your Major? _____

Please identify up to four shifts with a total of at least 10 hours/week.

Day	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

GPA _____

Cal Poly GPA: _____ Cumulative GPA: _____

Signature _____ Date: _____

INTERNSHIP APPLICATION FORM

Please respond to the questions below

Describe your involvement with livestock:

Describe your experience with social media:

What are your relevant strengths relating to the internship: