Shelter & Community Programs Intern

Department: Shelter and Development

Reports to: Shelter Programs Coordinator, Development and Community Programs Coordinator, Canine Behavior Education Coordinator

Women’s Animal Center is looking for an intern to support our shelter and community programming. Supporting the work of our Development & Community Programs Coordinator, our Shelter Programs Coordinator, and our Canine Behavior Education Coordinator, the Shelter & Community Programs Intern will assist with administration and execution of various educational programming and shelter services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Shelter & Community Programs Intern will be responsible for the actions below at minimum; other duties may be assigned.

* Shelter Programs:
  + Assist with data entry and database management to ensure accurate information is available to our staff and members of the public
  + Update various lists and databases as we onboard volunteers and administer trainings and workshops
  + Communicate with the public and volunteers regarding basic information about shelter programs, updated policies and important information
* Community Programs:
  + Assist with social media and marketing campaigns
  + Attend and assist with educational and community events
* Understands, supports, and adheres to organizational policies, position statements regarding animal welfare subjects, and code of conduct.
* Works effectively as part of a team on cross-functional programs, projects, and activities.
* Performs all job duties in an efficient, positive, professional manner.

**QUALIFICATIONS**

To perform this role successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

* Basic knowledge of dog breeds, cats, and animal behavior; affection for animals and concern for their welfare.
* Administrative and organizational skills and an eye for detail
* Ability to use a computer and to learn and navigate a CRM database is required.
* Must maintain a consistent, pleasant and non-judgmental demeanor with staff, volunteers, other agencies and the public.
* Must have strong verbal and writing skills, be able to speak, read and write in English and communicate with the public in a consistently positive, non-judgmental manner.
* Must follow safety standards and procedures and work to ensure a safe environment for animals, the public, other volunteers, and employees.