

## Programs Intern (Unpaid Position)

*Reports to Program Manager*

### Position Summary

The Program Intern is an unpaid position offering job experience and hands-on learning opportunities through Providence Animal Rescue League's (PARL) foster and volunteer programs, Community Pet Food Pantry, and Supper Club fundraising events. This intern position will assist the Program Manager and provides room for creativity and initiative in the planning, facilitation, and promotion of community events and organization of several programs. The role includes some administrative tasks and the chance to work closely with employees at all levels of the organization on special projects.

### Hours

Hours are flexible and generally range from 10 to 32 hours per week for a minimum of three weeks. Summer or semester-long internships are encouraged. A regular schedule is preferred.

### Responsibilities

- Assist the Program Manager in recruitment, training, and support of all volunteers and fosters
- Monitor, participate in, and generate content for PARL's Volunteer and Foster Facebook groups
- Maintain and grow relationships with local restaurants and retailers to support PARL's mission, events, and programming; pitch and book small fundraising/community support events
- Responsible for regular data entry and report management to support PARL's animal care and program departments (survey results, distribution data, inventory, stats, reports etc.)
- Assist with execution and onsite management of select mobile pet food pantry events from set up to break down; Direct and aid volunteers onsite and during mobile events as needed
- Speak passionately and knowledgeably to members of the public about PARL's programs and mission at related events
- Work closely with members of the department leadership team on projects as needed (may include marketing, events, fundraising, administrative tasks)

### Requirements/Qualifications

- Comfortable around animals, specifically dogs, cats, and small animals of all sizes and breeds.
- Is professional and communicates appropriately in person, email, and on phone.
- Highly organized, self-motivated, and detail-orientated
- Has basic computer knowledge, is able to conduct research on the internet, and is proficient in Microsoft Office products including Word and Excel.
- Able to work independently and in collaboration with others
- Is at least 18 years of age and has valid driver's license; can safely drive the organization's cargo van

### Working Conditions

Work is performed in an animal shelter with exposure to animals, including some with questionable health and temperament concerns. Work conditions include exposure to high noise levels, zoonotic diseases, cleaning agents, and allergens such as hay and peanut butter. The person in this position needs to regularly move about the shelter. Regularly operates a computer and other office equipment. Constantly communicates with clients, staff members and volunteers who have inquiries and must be able to exchange accurate information in these situations. Must be able to push up to 100 pounds and carry up to 50 pounds regularly throughout a normal workday. Working conditions include working outside in varying weather conditions, and frequent interruptions.