



Community Engagement Coordinator Intern Best Friends Animal Society-Philadelphia-Community Cats Project

Title: Community Engagement Coordinator

Reports to: Community Cats Project Coordinator

Location: Best Friends at ACCT Philly (111 W. Hunting Park Avenue Philadelphia, PA 19140)

Best Friends Animal Society-Philadelphia is seeking interns with community engagement experience to support our Community Cats Project.

The mission of Best Friends Animal Society is to end the killing in America's animal shelters and create a time when there are No More Homeless Pets. We do this by building community programs and partnerships all across the nation. We believe that by working together we can Save Them All. Best Friends Animal Society along with PetSmart Charities is partnering with Philadelphia Animal Care and Control (ACCT Philly) to lower the number of cats who enter the city shelter. 4,000 cats per year will be spayed, neutered, vaccinated and returned to their outdoor homes.

Start Date: Immediate Opening

Hours per Week: Minimum of 10 hours per week, or more as desired

Compensation: This is an **unpaid internship**. College/academic credit may be possible.

Location: ACCT Philly office (Hunting Park section of Philadelphia) and/or remote.

Purpose of Position: The goal of the Community Engagement Intern is to build awareness and increase access to services through the CCP in Philadelphia. The intern will be responsible for engaging communities in Philadelphia to inform them about our program and educate them about TNR and how it is crucial in our communities to truly help save them all. This includes engaging animal welfare groups, veterinary clinics, elected officials, city agencies, community groups, block captains and community cat caretakers

Essential Functions:

- Research and develop a list of places to drop off CCP program materials and hang flyers in targeted zip codes.
- Develop a volunteer community outreach team that will canvas in targeted neighborhoods before trapping jobs are scheduled.
- Share CCP program information on neighborhood specific social media pages.
- Act as a liaison between Best Friends and the CCP veterinary partners and TNR groups to share program information.

Qualifications:

- Good communication skills, both oral and written.
- Confident speaking on Best Friend's behalf.
- Prior experience/ knowledge of working with animals in a shelter setting preferred but not required.
- Strong leadership skills with the ability to think quickly on your feet.
- Able to professionally advocate for Best Friends' position on issues.
- Able to engage people about the process of TNR in a clear and effective manner.
- Knowledge and experience with feral cats and trapping cats, and knowledge about how to safely operate cat traps preferred but not required.
- Excellent people skills. You must be friendly, confident in your knowledge and able to convey your message clearly.
- Good management skills. You will be working with diverse groups and individuals, and must keep everyone focused and working together.
- Accurate record-keeping and ability to provide monthly reports on various programs
- Proficiency with Internet navigation and a variety of computer software applications, including Microsoft Office and Google Docs.

Requirements:

- Genuine interest in animal welfare.
- Great communication skills.
- Ability to stand for long periods of time.
- Ability to lift 25 lbs or more.
- Must be able to work in extreme weather.