



Programs and Volunteer Coordinator Intern Best Friends Animal Society-Philadelphia-Community Cats Project

Internship Title: Programs and Volunteer Coordinator

Reports to: Community Cat 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 Programs and Volunteer Intern is to further develop and retain our volunteer base through engagement. The intern will be responsible for managing the volunteer database, engaging volunteers, and providing administrative and onsite support to our volunteers. The Intern will also play an important role in the coordination of events and programs that support community cats and their caretakers as well as activating the program's workshops and events.

Essential Functions:

- Develop the winter shelter building club based at ACCT Philly, recruit members and team leaders, manage this program from start to finish
- Assist in the setup of seasonal workshops like winter shelter building events, feeding station building and TNR training workshops
- Recruit, train and communicate with volunteers
- Develop a volunteer retention plan
- Assist with monthly volunteer update emails and special event emails

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.