



SAN ANTONIO HUMANE SOCIETY INTERN POSTING

POSTING DATE: 9/6/2017

CLOSING DATE: OPEN UNTIL FILLED

REQUIRED EXPERIENCE: *Working on relevant University degree. Juniors and seniors preferred.*

POSITION: DEVELOPMENT INTERN

STATUS: PART-TIME TEMPORARY

BASE PAY: UNPAID

DESCRIPTION

Principal Duties and Responsibilities:

- Assist the Development Staff with Annual Luncheon preparation and implementation.
- Assist with planning and creation of Giving Tuesday social media strategy and copy.
- Assist in year-end fundraising efforts.
- Assists the management of in-kind donations for Development-related organizations.
- Learn and assist with Salesforce Donor Database Management.
- Identifies problems and notifies Development Staff.
- Provides accurate information and friendly professional service to the public and shelter employees in a positive, courteous, truthful and tactful manner.
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility and Integrity.
- Other duties as assigned

Additional Duties and Responsibilities

- Assist with fundraising activities and special events as needed.
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.

Minimum Knowledge and Skills required by the Job:

- Must be enrolled in college and be at least a sophomore, juniors and seniors preferred.
- Work requires the analytical skills to gather and interpret data in related situations.
- Basic animal handling/restraint may be required.
- Valid driver's license required along with reliable transportation.
- Must be able to commit to an average of 8 hours per week.

Physical Requirements of the Job:

- Must sit, stand, walk, bend and stoop to perform duties.
- Must have the ability to perform prolonged physical activity.
- Must be able to stand for 8 hours and have the ability to lift 50lbs.

Work Environment

- May require performance of tasks that involve potential for exposure to blood, body fluids, or tissues, animal and human and potential for exposure to zoonotic diseases
- Exposure to high noise levels when in kennel area
- Potential for animal bites and scratches while handling pets

How to Apply / Application Requirements

- Submit all forms to the Development Manager: kgrady@SAhumane.org
 - Forms required will consist of three (3) parts: resume, cover letter, and a letter of recommendation from a faculty member that also states his/her intent to serve as the advising faculty member for the internship.
 - If selected, applicant will be required to attend a volunteer orientation prior to starting.
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Submit an application by visiting our website, www.SAhumane.org.
