



## Butte Humane Society

### Administrative, Bookkeeping, and Human Resources (HR) Intern (*UNPAID*)

#### Position Description

The Administrative/Bookkeeping/HR Intern will be working with the staff in the Administration office. The duties and responsibilities are varied and include but are not limited to the following:

#### **Duties and Responsibilities:**

- Conduct basic office procedures (Data entry, typing, scanning, filing, etc)
- Handle incoming mail and preparing outgoing mail
- Assist with HR functions (payroll, etc)
- Complete off-site errands (bank deposits, post office, etc)

#### **Capabilities:**

- Excellent customer service skills
- Effective written and verbal communication skills
- Proficiency in MS Word and Excel
- Ability to multi-task, prioritize and meet deadlines
- Attention to detail and capability to self-correct
- Ability to work independently and in collaboration with others

**Contact with Others:** Will have contact with the general public in person and over phone or email.

**Working Conditions:** Internship will be primarily in an office environment.

#### **Position Requirements:**

- **Knowledge:** Knowledge of basic financial procedures (deposit slips, counting currency, etc).
- **Abilities:** Ability to use basic office technology (PC, copier, scanner, etc); navigate web browsers and computer applications and type at a moderate speed.
- **Availability:** 10 hours per week (minimum) – Generally Monday – Friday between 8:00 am – 5:00 pm.
- **Physical Demands:** Must be able to lift at least 50 lbs. Must be able to sit for long periods of time.
- **Other:** A personal laptop is required for this position. Purchase of a volunteer T-shirt (\$10.00) is required.
- **Driver's License:** Must hold and maintain a **valid CA driver's license** and proof of insurance for duration of the internship.

**Compensation:** This is an **unpaid internship**. We are happy to assist in receiving academic credit or providing a letter of reference/recommendation upon successful completion of the internship