



**Butte Humane Society**

**Community Donation Coordinator Intern (UNPAID)**

**Position Description**

The Community Donation Coordinator intern will be working as part of the Communications and Development (CAD) department and reports directly to the CRM Administrator/GP.

**Duties and Responsibilities:**

- Data entry (Salsa CRM/etc)
- Collection, tracking, and maintenance of community donation boxes.
- Utilizing Google Docs/Sheets and MS Word/Excel.
- Tracking, entering, and accounting for community donated items (in-kind donations).
- Assisting staff of the CAD Department as needed.
- Attending and aiding at events as needed.

**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.
- Cash handling and counting.

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

**Working Conditions:** Internship will be in an office environment and in various community locations.

**Additional Position Requirements:**

- **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 50lbs and to sit for long periods of time.
- **POV and Driver's License:** Must have access to a personal vehicle for the purpose of collecting donations. Must hold and maintain a **valid CA driver's license** and proof of insurance for duration of the internship.
- **Other:** A personal laptop is required for this position. Purchase of a Volunteer T-shirt (\$10.00) is required.

**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.