



Humane Education Coordinator Intern (*UNPAID*)

Position Description

The Humane Education intern will be working as part of the Communications and Development (CAD) department and reports directly to the Education and Volunteer Coordinator.

Duties and Responsibilities:

- Public speaking (small and large groups) about animal welfare and BHS programs
- Directing and aiding volunteers during mobile events
- Assisting in engagement and management of classrooms (and like environments)
- Transportation and handling of shelter animals
- Researching and contributing ideas for educational development
- Writing and designing visuals/literature for educational events and promotions

Capabilities:

- Comfortable around animals
- Maintain a professional appearance and demeanor during all interactions with staff and public
- Highly organized, self-motivated, detail orientated
- Basic computer knowledge and able to research on the internet
- 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 in an office environment, local events and local offsite locations.

Additional Position Requirements:

- **Availability:** 10 hours per week (minimum)
Generally Monday – Friday between 8:00 am – 5:00 pm.
Availability for weekend and evening off site education/volunteer programs. Specific dates and times will be discussed during interview.
Availability on April 8th for Bidwell Bark.
- **Physical Demands:** Must be able to lift at least 50 lbs and to sit for long periods of time.
- **Other:** A personal laptop is required for this position.
- **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.