



Butte Humane Society Administrative Intern (UNPAID)

Position Description:

The Administrative Intern will be working as part of the Communications and Development (CAD) department, and reports directly to the CAD Lead.

Duties and Responsibilities:

- Perform general office work (updating files, data entry, answering phones, making copies, etc.)
- Assist CAD as necessary - whenever and however needed.
- Assist with organizational development, including marketing material preparation as needed
- Serve as a reliable in office point of contact for assigned tasks.

Capabilities:

- Ease and comfort around dogs and cats of all breeds, sizes and personalities.
- Maintain a professional appearance and demeanor during all interactions with staff and public.
- Highly organized, self-motivated, detail oriented
- Basic computer knowledge and courteous phone manners.
- Ability to work independently and in collaboration with others
- Excellent customer relations skills.

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

Working Conditions: Internship will be in an office environment.

Additional Position Requirements:

- **Training:** Will occur at the administrative office.
- **Availability:** 10-15 hours per week (minimum) - Generally Monday-Friday between 8:00 am – 5:00 pm.
 - Specific schedule will be discussed during the interview.
- **Physical Demands:**
 - Must be able to sit, stand, bend and kneel.
 - Must be comfortable in an office setting

- **Other:** Long pants, closed toed shoes, and a volunteer shirt (\$16) are 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.