



## **Compliance and Risk Management Internship**

The Athens Area Humane Society rescues and protects companion animals by providing for their wellbeing, uniting them with loving homes, and advocating for a compassionate society. We envision a society where all dogs and cats have a loving home and the bond between pets and people is celebrated. Founded in 1899, AAHS is among the first charitable organizations in Athens and one of its most beloved. Thanks to the generosity of individual donors, small family foundations, and legions of community volunteers, AAHS helps, heals, and homes more than 4,000 pets annually.

### **Position Overview**

AAHS seeks an incisive-thinking professional to work closely with its Director of Finance & Operations. This unique internship will provide you with first-hand opportunities to experience how in-house administrators support the organizational needs of a multi-department animal welfare charity. You may be asked to develop organizational policies and procedures relating to governance and compliance; perform research on legal matters related to employment law, business continuity planning; records retention, and risk management. Reporting to the Director of Finance & Operations, the opportunity is based in AAHS's new facility, located at 1030 Mitchell Bridge Road, Athens, with remote work flexibility.

### **What You Will Gain**

The Compliance and Risk Management Intern will learn the ins and outs of what it takes for an organization to be legally compliant and how to identify, assess, and control threats to an organization's capital and earnings.

- The opportunity to tailor your internship experience to fulfill your academic requirements and meet your professional goals.
- Flexible hours allowing you to schedule work tasks around exams and other deadlines.
- The opportunity to interact with professionals in areas of organizational risk management, operations, board leadership, and state/governance compliance agencies.
- Knowledge that you are making a difference in AAHS's ability to amplify our mission impact and making our community a safer, more compassionate place for companion animals.

### **Roles & Responsibilities**

The Compliance and Risk Management Intern works closely with the Director of Finance and Operations and the CEO, and assists the DFO in reviewing and developing organizational policies and procedures relating to governance and compliance;

- Performing research on legal matters related to business continuity plans and cyber security;
- Supporting AAHS in areas of employment law compliance and risk management;
- Assisting AAHS on matters related to finance and records keeping compliance; and,
- Other duties assigned based on skill set of intern and prior experience with subject matter areas.

### Examples of tasks might include:

- Implement data organization and storage strategies and compliance with document destruction and records retention policies;
- Perform research on issues related to fundraising, intellectual property, employment law, financial practices, governance, cyber security, and/or human-animal health and safety; and,
- Conduct analysis on transactions related to consultant agreements or licensing.

### **Qualifications**

- Interest in nonprofit governance;
- Excellent research and writing skills;
- Adaptable to changing plans in a dynamic work environment;
- Maturity to support a team effort;
- Strong work ethic;
- Good judgment;
- Strong analytical and organizational skills;
- Ability to take initiative and be creative in suggesting and implementing ways to accomplish AAHS's goals; and,
- Computer literacy and proficiency in Microsoft products (Word, Excel, PowerPoint).

### **Physical Demands & Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

### **Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

## **Diversity, Equity & Inclusion Statement**

We work to recruit diverse candidates and ensure our team members have all the tools they need to be successful. Our mission is most effectively fulfilled through proactively supporting the values of equity, inclusion, and diversity. Diversity may be measured by, but is not limited to, differences in age, ethnicity, race, gender identity, sexual orientation, economic circumstance, class, religion, disability, geography, and profession. We acknowledge and respect the many differences that comprise thriving communities and seek diversity in our staff to ensure that a range of perspectives, opinions, and experiences are recognized and acted upon in achieving our purpose. We intend to promote a fully equitable animal welfare sector that justly represents and serves all our constituencies. Consequently, we strongly encourage applications from candidates of color, LGBTQ+ identity, and other historically marginalized communities.