



## **Program Administration Intern**

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 Summary**

The AAHS Program Administration Intern will assist the Program Director and pertinent staff with administrative and programmatic duties. The position will offer opportunities to develop office and professional skills, while providing experience in a non-profit environment.

### **What You Will Gain**

The Program Administration Intern is an essential position within our organization and community, strengthening AAHS's ability to provide quality programs that serve the needs of thousands of companion animals each year.

- 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 animal welfare, program development and evaluation, community engagement, marketing and communications, and social sector leadership.
- Knowledge that you are making a difference in AAHS's ability to amplify our mission impact and making our community a more compassionate place for companion animals.

### **Roles & Responsibilities**

- Assist Program Director in strengthening AAHS's program development, delivery, engagement, processes, and procedures in the following areas:
  - Strategic Planning to maximize program impact.
  - Recruiting and engaging innovative partners
  - Ongoing supervision and evaluation of program staff
  - Measuring outcomes and programs
- Connect with stakeholders to develop innovative and collaborative wraparound service models.
- Work closely with Program Director to develop and implement programs that add capacity.
- Help design and implement staff recruitment, training, evaluation and recognition procedures.

## **Qualifications**

- Hands-on experience in program development or delivery desirable but will train.
- Knowledge of current trends and information about animal welfare programs desirable.
- Solid understanding of animal welfare and organizational purpose.
- Working knowledge of best practices in program implementation desirable but will train.
- Demonstrated experience working in a collaborative work environment and promoting teamwork.

## **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.