

**- INTERNSHIP -**

# **ANIMAL RESCUE / SHELTER WORK**

## **CHIEF OF STAFF INTERNSHIP POSITION IN HOMELESS PET RESCUE**

Starting the end of June/beginning of July, The Haven – Friends for Life animal rescue shelter in Raeford, NC is opening an internship (40 hours week, which days and times you work are flexible as we operate Mon-Sun) for the position of *Chief of Staff*. We are looking for someone with not only a great passion for saving and caring for animals but also someone with strong leadership, initiative, and organizational skills. Rescuing is inspiring but it also takes sound organization and management to ensure that each pet we rescue is cared for and adopted and that the organization is running smoothly.

To date, The Haven has adopted out 30,000 rescued pets and each pet is spayed/neutered, microchipped, and has all its shots at the appropriate age. **THE HAVEN HAS SO MUCH TO GIVE AND THE RIGHT PERSON COULD HAVE AN AMAZING IMPACT FOR SO MANY ANIMALS.**

TERM: Minimum 3 Months. The position is unpaid.

### THE JOB:

You will be working alongside the Executive Director on a daily basis at The Haven shelter. You will also have the support of numerous volunteers on many of the bigger tasks: fundraising, outreach, etc. Spanish speaking skills is a plus.

Chief of Staff will include, but are not limited to:

1. Ensure that Committee Chairs are kept up-to-date on new and pertinent information
2. Assist the Executive Director with her daily tasks including emergency pet transport and running local errands for supplies
3. Work with incoming pets as they are rescued: photographing and recording their individual data
4. Assisting the volunteers with such tasks as Newsletter support and information requests
5. Ensure that operations run smoothly and that office/building organization is maintained
6. Evaluate and make suggestions as to where things can be improved
7. Attend the officer meetings (about once a month)
8. Opportunity to give presentations on pet welfare and the mission of The Haven

### CONTACT INFORMATION

Please send a resume and a written statement/cover letter on how you could meet the goals of the position, and your available start date. Please email it to our internship coordinator at: [david.b.osgood@us.army.mil](mailto:david.b.osgood@us.army.mil) with "ATTN: internship" in the subject line (alternately John Tucker: [jtbtmt@aol.com](mailto:jtbtmt@aol.com)). If you have any questions, please contact the internship coordinator David Osgood at the e-mail address above or at his number 619-889-6025 (alternately John Tucker at 910-308-8584).

**THANK YOU SO MUCH FOR YOUR INTEREST IN THIS EXCITING AND REWARDING POSITION!**