

Intern Position Description

Education and Outreach Intern

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
Internship Location	12526 County Road 3806, Murchison, TX 75778
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification, Motor Vehicle Check, Sex Offender Registry and Credit Report
Focus of the Internship	Each intern will learn about and gain experience in humane education, community outreach, event planning, grant research and writing, social media and public speaking. Intern will participate in planning and implementing education and outreach programs alongside staff while learning about the care center's work and philosophies.
Learning Opportunities	<ul style="list-style-type: none"> • Knowledge of Cleveland Amory Black Beauty Ranch (CABBR) and how the program area fits into the larger picture of animal protection • Knowledge of humane education, community outreach, event planning, grant research and writing, social media and public speaking • Exposure to the operations of an animal care center • Knowledge of various animal species and animal protection issues • Knowledge of animals' habitats • Develop a structured mentor/mentee relationship • Strengthen networking, leadership, and time management skills including how to prioritize assignments and multi-task
Orientation/Training	Orientation includes the following: history and tour of CABBR, overview of programs, description of rules and protocols, paperwork to complete, and overview of basic safety procedures and daily shift routine. Intern will be given access to manuals and an intern handbook at the beginning of internship. Intern will receive department-specific materials and on-site training specific to the role by working alongside the departmental team lead and meeting with the intern supervisor on a regular basis; on-the-job training will continue in levels as the intern progresses to the next stage of responsibility.
Intern Responsibilities	<ul style="list-style-type: none"> • Brainstorm and help plan for and implement adult/professional, child/classroom and public humane education programs • Help create a social media editorial calendar for CABBR to plan weekly and monthly content creation and curation • Attend and participate in weekly Education and Outreach check-in meetings with Coordinator and Director, as well as weekly all-staff meetings • Research, attend and help plan for tabling events and speak publically about The Fund for Animals and the Humane Society of the United States (HSUS)

	<ul style="list-style-type: none"> • Participate in planning and set up of major fundraising dinners/events • Research grant opportunities and assist with grant writing • Complete a research project in which intern studies a topic of interest related to their learning and gives a brief 5-10 minute presentation of results at the conclusion of the internship (i.e. the impacts of social media on fundraising efforts, etc.); topic must be approved by supervisor • Complete educational quizzes and work with supervisor to develop internship goals • Provide sanctuary tours as needed and teach the public about CABBR and the resident animals • Handle cash donations and gift shop purchases at Open House and tabling events; turn in all cash donations to Office Manager for reporting • Intern will likely be responsible for driving to and from tabling events, speaking engagements, other events, etc.
<p>Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)</p>	<ul style="list-style-type: none"> • Physical difficulty is level 3; although the bulk of the work occurs in an office setting, the intern will be asked to attend and help at events which may require standing for multiple hours, lifting bins and boxes weighing up to 50 lbs., carrying and manipulating event tents and other equipment such as tables, and pushing supply carts over uneven terrain • Mental difficulty is level 3; requires good judgment, learning and following proper procedures and protocols, and ability to work independently at times • Emotional difficulty is level 3; requires emotionally mature individual with the ability to handle a fast-paced work environment; intern will learn about and come into contact with sanctuary animals, which can be emotionally distressing
<p>Expected Environmental Conditions</p>	<p>Most of the work will be indoors in an office setting; however, most events are held outside in the spring and fall. There will be very few instances when the intern will be outside in inclement weather.</p>
<p>Qualifications/Requirements for Intern Applicants</p>	<ul style="list-style-type: none"> • Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation • Interest in learning about education and outreach in a sanctuary setting • Strong interpersonal skills and able to maintain professionalism in attitude and appearance on the telephone and in person with staff and members of the public • Able to work closely with the CABBR staff and to think creatively and strategically in order to meet the program's needs • Attentive to detail • Able to work well independently and use good judgment under pressure • Able to learn, follow directions, and make appropriate suggestions • Possess a strong personal work ethic and desire to take initiative • Able to learn and demonstrate a familiarity with CABBR's programs

	<ul style="list-style-type: none"> • Must be organized and tidy, as interns are responsible for keeping the surrounding grounds clean and trash-free • Able to understand HSUS's and CABBR's policies, mission, and positions regarding animal protection issues and be able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing the HSUS • Preference given to those who have studied a relevant field, which could include animal welfare, environmental studies, education, media relations, or communication • Able to drive manual transmission vehicles preferred
Restrictions	<ul style="list-style-type: none"> • Must be at least 18 years of age • Must have reliable transportation and arrive on time for shifts • Must be able to show proof of negative tuberculosis (TB) test • Must have a driver's license and an excellent driving record • Must wear closed-toed, rubber-soled shoes • Must be able to learn and follow guidelines and policies of the HSUS and CABBR, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • Should have a phone for easy communication, access to a computer and ability to login into an online volunteer communication site to receive updates • Tetanus & pre-exposure rabies vaccinations recommended but not required
Internship Start Date	Flexible
Internship Time Commitment	Intern commits to 32-40 hours per week for 12 weeks. If in an academic program that has different requirements, we can accommodate.
Internship Scheduling Guidelines	Monday-Friday between 7:30 am and 4:30 pm; weekend hours may be involved depending on event schedule
Tools/Equipment Provided (including Personal Protective Equipment)	All necessary supplies are provided on site.
Optional Tools/Equipment	A comfortable pair of waterproof boots and rain gear is advisable. For the winter months it is vital to have warm clothes, such as long-sleeved shirts, coats, warm socks, gloves and hats. Aside from clothing, a large water bottle to keep hydrated, sunscreen, insect repellent, and flashlight are recommended. Interns are encouraged to bring their own laptops.
Supervisor(s)	Outreach Coordinator, Cleveland Amory Black Beauty Ranch
Additional Mentor(s)	Director, Cleveland Amory Black Beauty Ranch Office Manager, Cleveland Amory Black Beauty Ranch
Number of Concurrent Internship Openings	1
Additional Information	Free onsite housing is available
Updated	11.7.2018