



Title: Executive Intern

Position Summary:

This person will provide high-level administrative support to the supervisors, managers, directors, and leadership team members with the Animal Rescue League. This is a voluntary role to gain experience and is not paid. This individual will assist with general office duties including, but not limited to, scheduling, organizing, writing, research, creating presentations and proof reading.

ARL Culture:

Working or interning at the ARL requires a positive attitude and high emotional intelligence. We have an inclusive, mission-driven, people-first culture of compassion in adherence with our organizational values (www.berksarl.org/values and the animal-sheltering industry's human-animal support services model (www.humananimalsupportservices.org). Advocacy of the ARL and animal welfare as it relates to animal sheltering is central to organizational goals and community/stakeholder conversations.

Examples of Duties and Responsibilities:

- Work cooperatively with the ARL's volunteers, partners and team members
- Assist in writing and drafting strategic plans, grants, and other documents.
- Monthly data tracking and reporting for organizational goals
- Proof reading grants, proposals, and executive documents
- Project management
- Executive research that may include nationwide best practices and collaborating with national and local like-minded organizations.
- Creative projects to boost moral and collaboration included updating communication boards, creating PowerPoint presentations or participating in team building projects.
- Assist in managing the flow of paperwork.
- Assist in business development matters including marketing material preparation.
- Take or make phone calls.
- Other duties as assigned.

Qualifications:

- High degree of organizational skill and problem solving ability.
- Able to work as a self-starter and exhibit strong initiative.
- Detail oriented; able to work independently and with minimal supervision.
- General computer skills including Microsoft Word, Excel, and PowerPoint.

- Strong desire to learn and grow.
- Excellent communication skills, including comfortability speaking on the phone.
- Resourcefulness that allows for the ability so seek answers on their own.
- Able to embrace the organization's mission and core values.

Benefits:

- Opportunity to learn the business side of the animal welfare field
- Shadowing, mentoring, and training opportunities with leadership professionals in varying specialties.
- Hybrid remote work opportunities.
- Fulfillment assisting a mission based 501c3 nonprofit organization.

Work Environment:

- Exposure to odors and airborne particles including animal fur and toxic chemicals
- High levels of noise
- Can be fast-paced and stressful, working with emotional clients
- Physical requirements include being able to withstand prolonged periods of sitting or standing; lifting or moving up to 35 pounds.

Note: This job description is not intended to be all-inclusive. Interns may be asked to perform other related duties to meet the on-going needs of the organization.

Animal Rescue League is committed to being an Equal Opportunity Employer, and does not discriminate because of race, color, creed, gender, religion, national origin, disability, age, pregnancy, genetic predisposition or carrier status, marital status, citizenship status, or sexual orientation. Accommodations will be provided to qualified individuals requiring them. EOE/M/F/D/V/SO.