



DATES: June 15th - August 31st

Application Due: May 1st, 2020

Jackson, Wyoming

ORGANIZATIONAL OVERVIEW

PAWS of Jackson Hole is a nonprofit organization dedicated to serving as a community resource to prevent pet homelessness, protect pets from harm and suffering, and promote responsible ownership. PAWS and the Jackson/Teton County Animal Shelter have a strong partnership through supporting the pets and their people of our communities and through the sheltering of homeless animals. This internship will have duties at both entities.

POSITION DESCRIPTION & REQUIREMENTS

The PAWS Summer Internship is an opportunity to learn about careers working with companion animals while supporting the work of PAWS of Jackson Hole and enhancing the quality of life of the Jackson/Teton County Animal Shelter animals. Time spent at either entity subject to change based on entity need.

Shelter Animal Behavior and Online Marketing, Jackson/Teton County Animal Shelter - %50

- Work directly with Star Dog Training assisting in the development and implementation of training plans for shelter dogs, as well as provide cat socialization and be proficient in cat handling.
- Learn how to assist in medicating, vaccinating, and microchipping shelter animals.
- Assist in meet and greets between shelter animals and members of the public. Must possess a thorough knowledge of all in-shelter animals.
- Assist in the online marketing of shelter animals and manage the J/TC Shelter's Instagram account.
- Assist the Volunteer Coordinator with volunteer scheduling, trainings, and other needs as assigned.
- Be trained in cleaning protocols and other shelter operational duties to assist when needed.

PAWS of Jackson Hole, PAWS Office - %50

- Assist with data entry, administrative needs, office and program errands, and general customer service.
- Assist with special projects including rescue transport, Pet of the Week highlights, Trail Ambassadors, outreach and fundraising events, and other programmatic needs as assigned.
- Other office duties as assigned.

QUALIFICATIONS AND SKILLS

PAWS of Jackson Hole is seeking applicants with the following qualifications and skills:

- Strong communication skills including excellent customer service skills
- A passion for pets and the desire to share that passion with others
- Willingness to take initiative, work hard, and problem solve
- Ability to thrive in a fast-paced, loud, work environment and work well with others
- Ability and/or willingness to learn how to handle dogs and cats in an array of environments
- Ability to tolerate time spent in front of a computer as well as the ability to perform physical labor
- Good health and fitness, ability to perform physically demanding tasks such as cleaning and lifting (up to 30lbs) and work outdoors.
- Be of at least 16 years of age with a valid driver's license
- Commitment to entire internship timeframe, exceptions will be made at the time of interview for planned time off.
- Proficient in Microsoft Office Suite: Word & Excel and social media platforms.

COMPENSATION

- Stipend paid twice per month based on a 20-hour work week (which will include occasional nights and weekends)
- Internships may be used for academic or vocation purposes, but intern is responsible for making the arrangement necessary to receive relevant credit as a result of completing the internship.

APPLICATION PROCESS

- Applications will be accepted through May 1st, 2020. Final hiring decisions will be made by May 31st, 2020.

Please send your resume and a cover letter explaining your interest. Please send application materials to PAWS of Jackson Hole via email to Jess@pawsofjh.org