The Human Society of Boulder Valley

Website: https://www.boulderhumane.org/

Organization Address: 2323 55th Street, Boulder, CO

Position Title: Development Intern or Adoption Services Intern

Desired Start and End Date: May 15th – August 18th, 2017

Organization Description:

About HSBV

The Humane Society of Boulder Valley (HSBV) is a community-supported, open-door facility that provides shelter, medical care and behavioral rehabilitation to more than 7,000 animals annually. Its programs are inspired by its mission to promote healthy relationships between pets and people. Since its inception in 1902, the Humane Society of Boulder Valley has become one of the most recognized nonprofit organizations in the community and a national leader in animal welfare.

Position(s) Description:

Development (20 Hours Per Week)

- Plans, develops, and implements community outreach and fundraising events, including Happy Tails Happy Hour and Doggie Dash 2017.
- Daily responsibilities may include contacting vendors/donors, maintaining inventory of event supplies, event set-up and breakdown, serving as a representative of HSBV at sponsored events, and coordinating volunteer groups.
- Estimated hours per week: 20. Requires evening/weekend availability.
- Motor vehicle record check required prior to driving HSBV vehicles. Personal vehicle not required.

Contact Information

If you have any questions, please contact the PIIE Program Director, Dylan Mark, at 303-492-3707 or dylan.mark@colorado.edu
Adoption Services (10 Hours Per Week)

- Provides front-line adoption services support including greeting clients, answering questions about available animals, showcasing adoptable animals, overseeing meet-and-greets with potential adopters, and promoting HSBV programs and services.
- Provides essential care to shelter animals including kennel maintenance, feeding and enrichment activities. Assists shelter staff in accomplishing daily animal care and facility maintenance goals.
- Estimated hours per week: 10. Requires evening/weekend availability.

Qualifications:

Must possess strong verbal and written communication skills. Prior experience in a client service role preferred.