



Homelessness Prevention Project Management

Interns Assist Director of Homelessness Prevention Initiatives in project management and development for one or more programs in support of homelessness prevention. Programs include high-volume Spay/Neuter clinics and Pet Food Banks. Intern program can be tailored to candidate's specific interests.

Snohomish Spay/Neuter transport program:

Requires 5-15 hours/week with a 3 month commitment. Many of the tasks can be done remotely.

The following is a sampling of areas where help is needed.

- Marketing/Promotion/fundraising
 - Developing and/or distributing flyers
 - Researching local venues for promotion
 - Tabling events
- Grant writing
- data base entry
- Inventory Management
 - Supply ordering
 - Periodic inventory count
- Client relations
 - Intake and discharge of animals at Spay/Neuter clinics.
 - Scheduling
 - Reminder calls
 - Maintaining Reservation system
 - Maintaining scheduling calendar

Snohomish/King Pet Food Bank Program:

Require 5-15 hours/week with a 3 month commitment. The need is greatest in the Sept-Dec months. However, this is a year round program and intern help is welcome anytime of the year.

The following is a sampling of areas where help is needed.

- Pet Food Bank Inventory monitoring & reporting
- procure donations
 - distribute and manage donation bins
 - Solicit and manage donations/food drives from local organizations/schools etc.
- Food Bank distribution
 - Human food banks
 - Individuals

- Local organizations.

Skills required: Intern Candidates must have organizational skills and strong interpersonal skills. If candidate is applying for internship for Spay/Neuter clinics, must be comfortable witnessing live surgeries and able to handle a high-volume, high-stress environment. Must have a basic knowledge of “word” and “excel”. For both the spay/neuter and Food Bank programs, candidate must be willing to work with a diverse clientele with no judgment or bias.