



Humane Society of Clark County Administrative Internship

The Humane Society of Clark County is now accepting applications for its Administrative Internship for Spring 2022. This internship will be partially on-site at the Society on 627 Walnut Street, Arkadelphia, AR 71923 during the time period of January 31 to Apr 29, 2022. Each intern will be expected to volunteer for a minimum of 10 hours per week. This unpaid internship will give college credit as well as volunteer hours with both Henderson State and Ouachita Baptist Universities.

BACKGROUND

This Humane Society is a no kill animal shelter, specializing in cats, dogs, kittens and puppies. Each of our loving animals are in search of their forever home.

This new internship will allow business administration and public service students the opportunity to hone their business and strategic planning skills by aiding in daily tasks at the Society as well as formulating a semester-long project of their choosing.

HOW IT WORKS

As a valued member of the Humane Society, the Administrative Intern will be able to help organize adoption and administrative systems and spend one one one time with the animals.

This intern will be required to work a minimum of 5 hours per week between Monday to Friday during the time of 9 AM to 4 PM. An in-office computer will be available for the

intern. All computer work must be completed in the office to ensure confidentiality and consistent filing methods of digital documents.

Weekly chats with their supervisor will be scheduled to ensure all questions and suggestions are openly discussed. The intern will also be allowed to create a project of their choosing to give them the opportunity to apply what they have learned in real-life scenarios. These projects can also be associated with any honors thesis they may have.

ELIGIBILITY

Applicants must be:

1. Currently enrolled in a business or public service-related major/minor.
2. Must be interested in caring for animals and willing to help if more hands are needed.
3. A demonstrated ability to work effectively independently.
4. Available for 10 hours per week for 2-2.5 hour sessions minimum.
5. Must have some tech-savviness and organizational skills to learn the documentation and filing system.

HOW TO APPLY

Interested applicants should email their applications to Humanesocietyclarkcounty@yahoo.com before January 22nd. If accepted, interviews will take place in person the week of January 24th- 26th during business hours.