PACT for Animals

716 Black Rock Road, Gladwyne, PA 19035

PACT for Animals was established in 2010. Its mission is to provide no-cost programs that directly benefit both companion animals and their owners, while also educating and advocating for animal welfare issues. PACT helps military personnel, hospital patients and their animals through the nation’s only Military and Hospital Animal Foster Program. By providing short-term and long-term foster homes for animals when their owners are temporarily unable to care for them, PACT reduces the number of animals surrendered into animal shelters due to temporary emergency situations. As a result, PACT for Animals saves both the lives of beloved companion animals at risk of abandonment and the well-being and peace-of-mind of their human companions, until they can be safely reunited.

Position titles and descriptions: Program Development Intern (1 opening)

Focus on PACT’s central mission-- finding safe foster homes for pets, and connecting them with people and pets in need! This position will include regular phone/email/face-to-face contact with program participants, data-entry, problem solving, and crisis mitigation. It will also focus heavily on writing for the website and volunteers, and blogging about recent events. The Program Development Intern may assist with home visits, animal drop-offs and reunions, animal events, volunteer coordination, creating marketing materials, and expanding our network of volunteers and animal service providers.

Qualifications
PACT seeks someone highly motivated and analytical, who has excellent interpersonal, innovation, and problem solving skills, is very detail-oriented, with good follow-up, organizational, and administrative talents. A passion for animals and writing talent are essential. Knowledge of Microsoft Office, Google Drive, and database experience is required. Aesthetic talent and any graphic design experience a plus.

Time commitment: Flexible shifts available Monday through Friday, scheduled between the hours of 10:00AM – 7:00PM. (Min. 4 hour shifts)

Transportation: Please note that there is no public transportation available to the office. Arrangements for pick-up and drop-off (by car) will be made for student interns. Interns will be picked up from Pem Arch bus stop.

For avid walkers and cyclists, PACT for Animals is a 25-minute walk and 10-minute bike ride from Bryn Mawr College.

*Limited work from home possible for some shifts with prior approval from PACT supervisor.