IN PERSON | **REMOTE** | HYBRID

**PACT for Animals**

716 Black Rock Road, Gladwyne, PA 19035

Established in 2010, PACT for Animals is a nonprofit organization dedicated to finding temporary foster care for the pets of military personnel on deployment and individuals hospitalized for critical illnesses. 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 offers temporary in-home boarding to the pets of military members and citizens experiencing medical crisis. 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 nationwide. 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:**

**Grant Writing Intern**

**(1 opening)**

PACT is seeking an intern with interest in non-profit organizations and grant writing. The ideal applicant will be a self-motivated, positive individual with strong writing skills and an interest in the non-profit world. A passion for companion animals is a plus, but not required. The right candidate will receive personalized training and instruction from PACT staff, and will gain valuable experience in the realm of grant writing. The Grant Writing Intern will have the opportunity to research and write grants to better the reach and funding of PACT services. PACT student interns are highly valued at our organization and we do our best to create a beneficial experience, even while students work virtually.

**Volunteer/Foster Outreach Assistant Intern**

**(1 opening)**

PACT is seeking an intern with interest in event coordination, volunteer management, and social media for our Volunteer/ Foster Outreach Intern position. Candidates for this position should be able to maintain a positive attitude, have good interpersonal communication skills, and a positive and inclusive sense of humor. A love of companion animals is a plus, but not required. The Volunteer/Foster Outreach Assistant Intern will work closely with the Director of Foster/Volunteer Services remotely to learn how PACT matches animals to foster homes and how to best serve our soldiers and hospitalized citizens. Interns in this position will learn to navigate Salesforce, a customer relationship management software program used in many professional arenas.

**Qualifications**

PACT seeks candidates who are motivated self-starters, efficient independent workers, eager to learn, detail-oriented, proficient in Microsoft Office, and possess excellent communication skills. Candidates must have their own computer and webcam in order to participate in weekly virtual meetings via Zoom.

**Time commitment:** Flexible shifts available Monday through Friday, scheduled between the hours of 8:00AM – 3:00PM (may not exceed 10 total hours per week)