

Ahimsa House Position Announcement and Job Description

Direct Services Intern

Ahimsa House, Georgia's only nonprofit organization focused on addressing the connections between domestic violence and animal abuse, announces a position opening summer 2017 for a Direct Services Intern. This is an unpaid part-time internship (minimum of 15 hours/week for a minimum of one semester; two semester commitment preferred) based in our Decatur, GA office with occasional travel within the state (company vehicle available for some of the travel). The Direct Services Intern will report directly to the Victim Services Coordinator and will be responsible for sharing duties in the following:

- Answer 24-hour crisis line and assist victims of domestic violence with their pets, including safety planning, program intake and placement.
- Coordinate cases, serving as liaison between clients, veterinarians, foster homes, boarding facilities, and other agencies; perform follow-ups with clients and other agencies.
- Process incoming volunteers, assist with volunteer onboarding, and maintain volunteer database.
- Coordinate logistics of pets in program including transports, vet appointments, and foster home or boarding facility placement.
- Maintain detailed records and data for services provided, including transport log, foster home inspections, and foster info sheets.
- Maintain lists of partnering agencies.
- Foster relationships with partnering agencies, such as veterinarians, boarding facilities, and domestic violence shelters.
- Transport pets as necessary.
- Attend Family Violence Task Force meetings.

Friendly, fun, flexible work environment in a small organization doing big things. Our ideal applicant is an animal lover, comfortable with cats and dogs; familiar with the link between domestic violence and animal abuse; has a valid driver's license and safe driving skills; has a flexible schedule, takes initiative and is a team player, is able to lift 50lbs; is effective in written and oral communication; and is proficient in Microsoft Office.

This position is open until filled. Send cover letter and résumé to Sarah Overton at Sarah@ahimsahouse.org. No phone calls please.