

## **Ahimsa House Position Announcement:** Community Outreach Program Intern

**Openings:** 1 per semester

**Length:** Minimum of one semester (Fall, Spring, or Summer)

**Location:** Ahimsa House administrative office in Decatur, GA. Travel throughout metro area required; some travel throughout Georgia to outreach events further afield. Significant hours will be spent off-site at outreach events.

**Hours:** Flexible; minimum 15 per week. **Weekend availability for outreach events is necessary.**

**Wage:** Unpaid

### **Duties and Responsibilities:**

Work closely with Community Services Advocate on projects that may include:

- Representing Ahimsa House at various community outreach events
- Managing outreach events calendar
- Assisting in planning and executing events
- Coordinating Community Outreach Volunteers
- Networking with social services and animal protection organizations statewide
- Posting on outreach-specific social media outlets

Additional opportunities may include:

- Attending local Family Violence Task Force meetings
- Assisting with special events
- Transporting animal victims of domestic violence

### **Knowledge and Skill Requirements:**

- Familiarity with Microsoft Office, including ability to manage data in Excel
- Strong interpersonal skills
- Excellent written and verbal communication skills
- Valid driver's license/insurance and safe driving skills
- Ability to lift at least 30 lbs.

How to apply: Email cover letter and resume to Samantha Altfest at [samantha@ahimsahouse.org](mailto:samantha@ahimsahouse.org).