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# INTERNSHIP

## OFFICE MANAGER - ANIMAL RESCUE RANCH

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### I. Details

Title of Internship:

**OFFICE MANAGER / ADMIN COORDINATOR**

Location:

**MARANA AZ**

Hours/Days:

**15-20 HOURS PER WEEK, ANY DAYS**

Start & End Dates:

**FEB 15<sup>TH</sup> to AUGUST 30<sup>TH</sup> 2018 or longer**

Compenation:

**NO MONETARY – POSSIBLE HOUSING FOR RIGHT INDIVIDUAL**

### II. Description

Wild Hearts Rescue Ranch: a rescue, rehab and sanctuary for equine and livestock, with a focus on extreme medical, surgical, and behavioral needs. The ranch is in need of someone with attention to detail and motivation to help a great cause. Be prepared to use creative problem solving to develop an efficient office.

Intern's duties will include organizing and maintaining office documents, bookkeeping, answering phones, emails, and messages, communicating needs and inventory of rescues, liaison between rescue volunteers and leadership, being a helping hand, public relations, and animal caretaker. Management will train and supervise the intern.

**What will be learned:**

- Veterinarian skills
- General animal husbandry
- Business management skills
- Nonprofit management skills
- Laws concerning livestock and mistreatment
- Many more skills...

**Responsibilities:**

- Keep animals safe and healthy
- Organizing all documents and bookkeeping
- Participate in team meetings and brainstorming sessions
- Keep administration area clean and functional
- Provide assistance with animals when needed
- And much more...

**Necessary Qualifications:**

- Mainly enthusiasm
- Pursuing a degree in Animal Biology, Veterinarian Studies, Nonprofit Management, Criminal Law, Business, Accounting, etc.
- An interest in helping others, animals, therapeutic activities, service, and lending a helping hand
- Prefer GPA of 3.0 or higher
- Organized, motivated, animal lover, people lover
- Willingness to learn many different skills

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**HOW TO APPLY**

- **Call (520) 661-4522** and set up an interview -OR-
- Write to **9842 N McGinnis Rd, Marana, AZ 85653** with your interest in the position and your contact info -OR-
- Visit Wild Hearts at 9842 N McGinnis Rd in Marana and meet our other members and leave your name and contact info in the lockbox attached to the bulletin board -OR-
- Go to **"Wild Hearts Rescue Ranch" on Facebook** and message us, referencing this announcement and your contact info

**\*\*Please have a few letters of recommendation and a short explanation of why you would like to help\*\***