



Adoption Center: 100 N. 2nd Street · Philadelphia, PA 19106 · 215-238-9901

Low-Cost Spay/Neuter and Wellness Clinic:

2900 Grays Ferry Ave · Philadelphia, PA 19146 · 215-298-9680

Northeast Adoption Center and Low-Cost Clinic:

1810 Grant Avenue · Philadelphia, PA 19115 · 215-545-9600

info@phillypaws.org · www.phillypaws.org

Job Description: Adoptions Intern (Unpaid)

The Adoptions Intern supports PAWS Adoption Counselors in their efforts to facilitate cat and dog adoptions. The intern interacts with the public on a regular basis and must strive to provide a positive experience for these individuals at all times. The intern will also assist the Adoption Counselors in animal caretaking, in order to maintain a happy and healthy population of pets in PAWS' care.

Duties include, but are not limited to:

- Greeting visitors, answering the phones, and replying to emails with a professional and pleasant attitude
- Communicating with potential adopters about the pets currently available for adoption, and helping them find a good match for their household
- Coordinating with Adoptions Counselors about potential adopters to ensure smooth and timely adoptions, including aiding in the application screening process
- Having a workable knowledge of animal behavior and psychology, in order to get to know each pet's personality and accurately answer adopters' questions about what to expect from new or current pets and how to handle basic issues that may arise
- Promoting a humane and caring attitude towards pets and treating all animals with compassion at all times, including those who are sick, injured, feral, or aggressive
- Assisting Adoptions Counselors and other volunteers with animal caretaking, including cleaning their living spaces, administering medications, and providing other routine care
- Helping to maintain sanitary facilities at all times to have a clean and presentable space
- Following established procedures governing safe work practices
- Working cooperatively with staff and volunteers
- Paperwork and computer file organization
- Other duties as assigned

Education and experience required:

High school diploma or equivalent required. Bachelor's Degree or some college preferred. Experience working or volunteering in an animal rescue, shelter, or veterinary practice preferred. Customer service experience preferred.

Specific job skills required:

- Ability to read, write, and understand English (other language proficiency a plus)
- Proficiency in Windows and Microsoft office
- Ability to communicate respectfully and patiently with a wide variety of audiences
- Maturity, good judgment, a professional appearance, and a calm, tactful demeanor

Direct Supervisor: Adoption Center Manager (Old City or Northeast)

Time Commitment: 15/20 hours per week, 3 month period

To apply: Please email resume and cover letter to adoptionsintern@phillypaws.org.