



SOH Wildlife Admin & Marketing Internship Program 2017

Shades of Hope medically treats & nurtures 3,000 Birds and Mammals a year. Every Patient has its own story and paper trail! With over 300 Patients in care at any given time, managing resources is critical.

Are you interested in pursuing a career in Clinic Administration?

Do you have strong photography & video skills?

Do you have a strong ability to “organize” and pay attention to “detail”?

Do you have a passion for animals and a strong desire to learn?

Our Wildlife Administration and Marketing Internship Program is accepting applications now and will close at the end of February. Please send your resumé to:

cathy@shadesofhope.ca

Length of Program:

8 Weeks minimum, Preference will be given to applicants available for longer terms

Rotations available beginning in April and continuing through to the end of October

Each Intern will be scheduled to have 2 days off every week though not always consecutive.

The Opportunity:

This internship is fast paced, demanding of perfection and an opportunity to be creative.

Primary responsibilities will be in managing documentation and inventories.

- You will be responsible for record keeping (data entry) for each Patient from Intake to Release. This includes intake info, health status, treatments and dispositions.
- You will learn to manage inventories for all supplies in various buildings. This will include medical, cleaning, caging and food supplies.

Photography is an important documentation tool. We are looking for creative recording of procedures, patient histories, intern experiences and general SOH processes. The goal is to build a database of materials that can be used for marketing, fundraising and teaching.

The Prerequisites:

18 Years of age or older

Excellent communication skills – must be fluent in English, both spoken and written.

Passion for Wildlife and Commitment, Commitment, Commitment!

Strong understanding and competence in using multi media (FB, Crowd Funding, Youtube, Twitter)

Must work well in a team environment but also be able to work independently

We will Provide:

Shared accommodations (off-site) that will include bunks, kitchen, bathroom and laundry facilities

Free supplies of seasonal fruits and vegetables

On the job training and safety education

New friends & memories you will never forget