



www.newmexicopetsalive.org

www.caninecafe.org

Canine Café ABQ: Operations Manager Trainee Internship

New Mexico Pets Alive is seeking interns with a strong commitment to preventing pets from becoming homeless to begin with while saving the lives of impounded puppies and dogs most at risk in New Mexico. Must have strong interpersonal and writing skills as well as a willingness to be part of a growing committed team of change makers in New Mexico. The internship requires a 20/hr week commitment (some scheduling is flexible), provides a stipend and lasts for 12 weeks. It does not guarantee future employment.

Position Summary

The Canine Café ABQ: Operations Manager Trainee Internship of New Mexico Pets Alive (NMPA) is an opportunity to learn about the organization's effort to establish the next generation of small scale facility dog sheltering/adoption operations for Level 1 puppies and dogs alongside one or more components of the NMPA job & entrepreneurship training efforts (JET). Canine Café efforts coincide with the organization's continuance of proven programming and pursuit of innovation while maintaining our firm commitment to community safety. This position requires a willingness to learn full Canine Café program implementation, planning, accounting and supervision in addition to learning fundraising and lifesaving goals. The expectation is that the Canine Café ABQ: Operations Manager Trainee Intern will be able to learn all major aspects of fundraising for and management of the Canine Café program. Program Interns report to the Executive Director and other members of the management team.

Background

New Mexico Pets Alive (NMPA) is celebrating its 7th year of no kill programming but has only scratched the surface of what's possible in terms of saving pets and changing lives in New Mexico. On average, the lower 50% of impounded dogs and cats in NM are not making it out alive and to a loving forever home. This equates to at least approximately 80,000 dogs and cats each year currently with no lifesaving options. Unlike many other states, the state of NM does not oversee animal shelter operations under a specific state dept (such as the Dept of Agriculture) so lifesaving statistics are not maintained by the state. This is compounded by not yet having accurate statistics from tribal councils which manage approximately 1/5 of the geographic area of NM. With the state of homeless dog populations on and nearby NM reservations, some estimate the number of homeless dogs needing assistance is closer to 350,000. NMPA is delivering proven lifesaving programs while working to innovate new progressive

whole animal care solutions for homeless pet challenges, with an aim to help both people and pets. The Canine Café ABQ: Operations Manager Trainee Intern will learn to build capacity to increase specific dog shelter/adoption programming including assisting efforts to build a larger scale dog foster and volunteer program for Level 1 puppies and dogs.

Responsibilities

The Canine Café ABQ: Operations Manager Trainee Intern will learn to oversee all capacity building and whole dog care programs at the Canine Café ABQ and will be expected to successfully learn to:

- Perform duties in a manner which encourages attainment of Canine Café program goals
- Work courteously and cooperatively with the staff, volunteers, fosters, adopters and donors to ensure that all established procedures and policies are followed and new ones implemented successfully.
- Possess all major aspects of building capacity (financial, tangible and human resources) for the Canine Cafe program.
- Manage Canine Café operations successfully.

Additionally, the Canine Café ABQ: Operations Manager Trainee Intern responsibilities will include, but are not limited to, successfully learning the following:

Humane Care and Shelter for Animals in Need

- Quality care and humane treatment for all puppies and dogs on-site at the Canine Cafe
- Short and long term strategies to fill but not overfill capacity, increase adoptions especially of target animals, improve animal care and enrichment, provide behavior and medical rehabilitation and management, and increase foster assistance for animals.

Program Development and Administration

- Plan, build capacity for (human, financial and tangible resources), organize, coordinate, review, evaluate and direct the implementation of all aspects of the Canine Café program.

Communications

- Communicate with and work closely with NMPA team leads and managers regarding people service (including customers, volunteers, fosters, staff, donors, partners and the general public), animal care, management of the Canine Café physical location, fundraising, improvements and growth in a way to be successful.
- Manage relationships with partners.
- Assist with publicity for the Canine Café program.
- Function as a spokesperson for the Canine Café program.

Volunteer Team Management and Development

- Recruit and help manage and Canine Café volunteers and assist them in developing their skills and ability to make a positive program impact.

Budget and Finance

- Help increase human, financial and tangible resources for the Canine Café program
- Policies and procedures
- Participate in the budgeting process for all programs and adhere to approved budgets
- Conserve finances whenever possible

Compliance with Laws, Regulations, Policies and Guidelines

- Assist implementing operational compliance with current federal, state, county and local laws, regulations and guidelines that effect operations.
- Assist with accurate record keeping practices for adoptions, HR, financial and others as necessary
- Assist with maintaining related database and files.

Who We Are Seeking:

NMPA is seeking interns who are quick thinking, dynamic individuals who bring an openness and desire to learn NMPA dog handling and related programming. They will also bring excellent people skills along with passion, commitment and enthusiasm for progressive companion animal welfare changes in New Mexico and No Kill in general and accountability to their work.

He or she will be a self-starter who is well organized, resourceful and professionally motivated to develop and implement the goals, objectives and policies of the Canine Café.

Education/Experience (preferred):

Bachelor's degree preferred. Must have compassion and affection for all animals, concern for their welfare and have a willingness to accommodate NMPA animals in the course of the internship.

Physical Requirements:

Ability to lift 35 lbs, stand for long time periods, move quickly/run, work with and around animals (including diseased, injured and/or potentially aggressive animals), loud noises, chlorine or other chemicals, inclement weather along with evening, weekend and holiday work times. Allergic conditions which may be aggravated when handling animals or in the course of the operations of NMPA programs may be a disqualification.

Licenses, Criminal Background and Certificates:

Must have or be able to immediately acquire a valid New Mexico driver's license. Must also have a satisfactory driving record and have no criminal history or judgements, being able to pass a criminal background check successfully.

Compensation:

Stipend and bonuses. Housing may be provided.

How to Apply:

Send only a *single page resume and/or school transcript and a single page cover letter* to: Melissa Roberts at mail@newmexicopetsalive.org with the subject line 'CCABQOM Internship'. There are no exceptions to the one page limits or to the pathway via email. Submissions that do not follow these

guidelines or meet the minimum requirements will not be considered. If your email has not bounced back, please be assured we have received your email. We can only respond to those we feel may be the best fit among the candidates. Initial responses will be sent via email. Please check your inbox and spam filters as personal email settings can vary. Internships are open as long as they are posted at www.newmexicopetsalive.org and/or www.caninecafe.org

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