



Business Administration/Management Internship

Background: The Humane Society of Harlingen offers unpaid internships for high school Juniors & Seniors, college students, and recent graduates. The Humane Society of Harlingen admits an average of 6,000 animals annually, and services thousands more during clinics and other community engagement initiatives. Business Administration/Management interns are offered the unique ability to gain hands-on experience in business administration, budget maintenance, data entry, quality and efficiency control, all while being a part of the lifesaving team at HSH.

HSH offers year-round internship opportunities for the spring, summer, and fall semesters. Under the direction of HSH Staff, community engagement interns will be responsible for all aspects of daily engagement, including:

- Maintaining a clean, organized and safe environment for staff and clients
- Plan intake scheduling and space management
- Maintain foster communication and scheduling
- Surgery scheduling & recordkeeping
- Maintaining supply & donation inventory
- Quality control maintenance
- Data entry and record keeping
- Maintaining Animal Control reporting
- Assist in adoption outcomes & recordkeeping
- Volunteer oversight

Qualifications:

- Strong passion for saving the lives of lost & homeless pets in the RGV.
- Ability to remain calm when working under pressure in a fast paced environment.
- Ability to work well with others and work as a team to provide high quality service.
- Maintain compassion and goal-based mindset in difficult situations.
- Provide reliable, timely support as a part of the HSH team.
- Ability to lift 50 pounds without assistance.
- Coursework in business management, administration, finance, accounting/budgeting, organizational leadership,

Hours:

Humane Society of Harlingen interns are required to work 15-20 hours per week for a minimum of 12 weeks. Weekends may be required. Hours are flexible, and exceptions can be made to account for educational commitments. HSH operates from 8 AM to 5 PM, seven days a week.

Dates:

Start dates are determined after interviews are complete and are based on the number of applicants and their availability. School hours and commitments are taken into consideration.

Application Instructions:

To apply, send an application, cover letter and resume to Sarah Cano, Community Engagement Coordinator, at sarah@hshtx.org or mail or deliver a hard copy to: 1106 Markowsky Ave Harlingen, Texas 78550.

Upon request, a written evaluation will be sent to the school or organization of the interns choosing at the completion of the internship.

Humane Society of Harlingen
1106 Markowsky Ave, Harlingen, Tx 78550
hshtx.org



**HUMANE
SOCIETY**
OF HARLINGEN

Community Engagement Internship Application

Full Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

List your ideal beginning & end dates: _____

List your date and time availability: _____

What is your current major/area of study? _____

Describe any student organizations, job experiences, additional coursework, skills, degrees, certifications, or licenses that you have that will help you with this internship.

Describe your career goals and how this internship will help you reach those goals. Be specific about the experiences you want to gain through this internship and why you believe this internship can provide such an experience.

What is your current status? (circle one)

HS Junior HS Senior College Freshman College Sophomore
College Junior College Senior Graduate Student Other _____

When do you expect to graduate? _____

Applicant Signature: _____ Date: _____

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