



<b>Job Title:</b>	Federal Work Study Internship	<b>Department:</b>	Animal Control
<b>Reports to:</b>	Chief of Animal Control	<b>Status:</b>	Seasonal, remote
<b>Location:</b>	OFF CAMPUS, remote	<b>Salary Range:</b>	\$13.00 per hour

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**Benefits:** Through this internship you will receive immeasurable experience in the workings of a functional and fast paced animal control department housed within an open access animal shelter serving a diverse and large community. Interns can expect to grow both personally and professionally from this experience and better get to know the safeguards our community has for people and their pets. Interns will be able to grow their local wildlife knowledge and learn more about wildlife rehabbing. Interns will also get to see into the world of humane wildlife management through an HSUS Wild Neighbors partner Animal Control Department. You will get to work alongside the Arlington County Animal Control team which was named Animal Control Agency of the Year in 2020 by the Virginia Animal Control Association.

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**Summary:** **\*\*If you are interested in applying for this position, you will need to attend an information session for the Federal Work Study Off-Campus Internship Program to qualify. This can be found in the events tab by searching “Federal Work Study Off-Campus Internship Program” (through the [Handshake](#) App) or by emailing Cody Smith (cody98@vt.edu)\*\***

This Federal Work Study Off Campus Internship opportunity will take place (remotely) with the Animal Welfare League of Arlington located at 2650 S Arlington Mill Drive in Arlington County, VA. The internship opportunity will be run through the full academic year and will be overseen by the Chief of Animal Control, Jennifer Toussaint.

**Responsibilities include the following however other duties may be assigned:**

- Assist in entering calls into the Animal Control Database called Petpoint to assist with wildlife conflict oversight and management
- Assist with entering calls in real time for officers in the field and research past address case history
- Create and edit outreach materials including wildlife presentations
- Assist with creating of materials for ongoing training presentations, including flyers and videos
- Assist in creating and distributing resources to members of the public and partners
- Assist in creating education materials for the Wildlife Resource Center at AWLA
- Participate in virtual outreach opportunities as available including summer camps, school events, and community events
- Monitor and respond to wildlife conflicts through email with members of the public utilizing template materials

**Supervisory Responsibilities:** none

**Qualifications:**

- Positive, enthusiastic, and professional
- Energetic, hard-working, and a team player
- Discretion with confidential or sensitive information
- Strong interpersonal skills including excellent customer service skills with the ability to maintain effective working relationships among community professionals at all levels
- Demonstrated ability to engage and communicate with a diverse group of people
- High school diploma or GED equivalent



- Computer literacy and reliable internet connection in order to work remotely
- Bilingual, preferred but not required
- Commitment to the League's mission, vision and values available here:  
<https://www.awla.org/about/mission/>

**Duration:** This internship will take place during the duration of the academic year, for approximately 8-10 hours per week. This opportunity will follow the outlined working academic calendar as outlined by the Federal Workstudy VTech staff. The rate of pay is \$13.00 per hour.

To be considered for this opportunity, please send a letter of interest to Chief Animal Control Officer, Jennifer Toussaint at [animalcontrol@awla.org](mailto:animalcontrol@awla.org) or apply directly through our website.

*We welcome applications from people of color, indigenous people, LGBTQ individuals, and other communities that have been marginalized and disproportionately impacted by violence and abuse. We aim to maintain a diverse and dynamic workforce and are committed to providing equal employment opportunities (EEO) to all employees and applicants for employment and promotions without regard to race, color, religion, gender, sexual orientation, gender identity, marital status, veteran status, age, national origin, disability, or any other basis protected by federal, state or local law. Applications will be considered on a rolling basis and positions remain posted until filled. **No phone inquiries, please.** The Animal Welfare League of Arlington is a 501(c)3 non-profit organization.*