



## **Miami-Dade County Animal Services Business Administration Intern Job Description**

Miami-Dade County Animal Services (ASD) is one of the largest no kill shelters in the United States. Since 2015, ASD has saved more than 90% of the pets in its care. In addition to serving the community through adoption events, volunteer/foster programs, low-cost spay/neuter services, and pet retention, ASD also safeguards the safety and security of pets through innovative anti-cruelty programs and initiatives.

ASD is seeking a Business Administration Intern to assist with various special projects and/or administrative duties in support of the ASD's administrative operations.

### **RESPONSIBILITIES/ REQUIREMENTS**

- Assist in the gathering, validation, and organization of data documents
- Development/Update of financial models
- Perform budget calculations/analysis/forecast
- Provide administrative support for ASD management
- Assist in preparations of meetings
- Participate in Finance department activities including Purchasing, Order Processing etc
- Assist with special projects and events such as: Animal Planet's Puppy Bowl and the annual HOPE Contest (in partnership with Miami-Dade County Public Schools)
- Track assignments and project progress for ASD management
- Answering constituent inquiries and drafting responses
- Other related assignments as required.

**EDUCATION, SKILLS, AND EXPERIENCE:** Potential interns should have an interest in Business Administration and/or Operations management. Desired skills include: good written and verbal communication skills, working knowledge of Microsoft Office, and internet research abilities.

### **LEARNING OBJECTIVES**

- Apply analytical and problem solving skills in the functional areas of accounting; marketing; finance and management
- Demonstrate knowledge and understanding of the ethical, legal and social obligations and responsibilities of the department
- Learn to effectively communicate: orally and through written communication
- Apply business concepts and theories to real world decision-making

Reports to one of the following:

- Director
- Assistant Director of Outreach and Development
- Assistant Director of Animal Welfare and Operations
- Assistant Director of Shelter Services and Live-Release Programs
- Assistant Director of Finance and Compliance
- Chief of Veterinary Science

This internship opportunity is open to high school and college students.