



Miami-Dade County Animal Services Public 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 Public Administration Intern to assist with various special projects and/or administrative duties in support of the ASD's administrative operations.

RESPONSIBILITIES/ REQUIREMENT

- Support ASD Management in daily shelter operations
- 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)
- Conduct research and provide findings to ASD management
- Track assignments and project progress for ASD management
- Answering constituent inquiries and drafting responses
- Other related assignments as required.

LEARNING OBJECTIVES

- Use an ethical framework to analyze an ethical dilemma within the political context of a government institution
- Distinguish the interactive roles that government organizations play in the business and non-profit sectors in planning and delivering public services
- Apply leadership theories and techniques in managing and governing a public organization
- Ability to clearly explain to stakeholder's key public issues both orally and in writing and detail their impact on the public at large

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

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 Services

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