



*VegFund is a 501c3 non-profit organization that empowers vegan activists worldwide by funding and supporting outreach activities that inspire people to choose a vegan lifestyle.*

## Internship Program

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**Position Type:** Part-time work from home (15 to 20 hours per week with flexible schedule)

**Term:** 3-month minimum commitment

**Compensation:** Unpaid

**Program Highlights:**

- Gain valuable experience at a successful animal advocacy organization
  - Receive direct training and supervision from VegFund's Director
  - Work with numerous grassroots vegan activists and organizations across the globe
  - Gain familiarity with many creative outreach programs
- Possibly gain class project credit (subject to the school's unique requirements)
- Maintain flexible schedule (complete assignments from home)

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VegFund is looking for a passionate animal advocate who is highly dependable and driven. The ideal candidate will seek to grow and utilize their skills as a means of helping animals in a flexible yet challenging environment. While interning with VegFund, you'll have the opportunity to:

- Attend conference calls
- Train and coordinate volunteers
- Assist with writing projects including the e-newsletter, website and social media content, and various reports
- Maintain, coordinate, and grow VegFund's resources for grassroots activists
- Help with online research/ special projects
- Perform administrative duties
- Conduct at least one public outreach event per month (strongly encouraged)

**Minimum Skills & Qualifications:**

- Passion for vegan/farmed animal advocacy
- Prior grassroots outreach experience
- Quick learner; able to work independently and self-manage multiple projects to completion
- Excellent communication and writing skills - able to interpret written instructions, communicate in a clear and concise manner, and work effectively with dispersed team
- Creative thinking and problem solving skills
- Reliable internet and phone access
- Intermediate to advanced computer skills, especially MS Office and Google product suite, graphic design, and social media (esp. Facebook)
- Completed or in-progress college degree

**How to Apply:**

Please email [kim@vegfund.org](mailto:kim@vegfund.org) with the following:

- A cover letter that describes what you hope to gain from interning with VegFund and any specific interests you may have
- Your résumé
- School credit requirements (if applicable)

**Disclaimer:**

This position description is meant to indicate the general nature and level of responsibilities. It should not be interpreted as a comprehensive inventory of all duties.