



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

Internship Program

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

Term: 3-month minimum commitment

Compensation: Unpaid with possible class project credit (subject to the school's unique requirements)

Program Highlights:

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 gain valuable experience at a successful animal advocacy organization while receiving direct training and supervision from senior staff members. The program offers a great opportunity to work with numerous grassroots vegan activists and organizations across the globe while becoming familiar with many creative outreach programs. And best of all, all assignments can be completed from home on a flexible schedule.

Responsibilities:

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

Minimum Skills & Qualifications:

- Demonstrated commitment to veganism and farmed animal advocacy
- Prior grassroots outreach experience
- Completed or in-progress college degree
- 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
- Daily availability with reliable Internet and phone access.
- Intermediate to advanced computer skills, especially word processing, graphic design, and social media

How to Apply:

Please write "Internship Program" in the subject line and email info@vegfund.org the following:

- Your résumé or complete LinkedIn profile.
- A cover letter describing your interest and fit for this opportunity, with emphasis on your experience in senior non-profit leadership, persuasion and overcoming obstacles, and delivering measurable goals.
- School credit requirements (if applicable)

Disclaimer:

- This position description is meant to indicate the general nature and level of work performed. It should not be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications. The scope of this position may change over time.
- This position constitutes an "at will" agreement which means that either VegFund or the intern may terminate the internship at any time, with or without notice or cause.

Equal Opportunity Employer:

VegFund is committed to inclusion and is an equal opportunity employer that will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.