

# Therapeutic Ranch for Animals and Kids (TRAK)

TRAK is a non-profit organization focused on strengthening kids & the Tucson Community through animal interaction

## Internship Opportunities:

### TRAK Nonprofit Fundraising and Development Internship

Reporting to the Executive Director, you will get first-hand experience at nonprofit fundraising activities. The Intern will be tasked with researching grant opportunities, updating grant applications and records, compiling and utilizing program and demographic data to support applications, and completing grant reports. Besides fundraising through grants, the Intern will be supporting Staff in planning and executing special events, donor cultivation and recruitment events, as well as program information sessions. The Intern will assist with and learn day to day administration of a busy, but impactful nonprofit.

#### Responsibilities include

- Help grow the constituent database of supporters, advocates, donors, and volunteers
- Assist as needed with public appearances and presentations on behalf of the organization
- Assist with social media campaigns

#### You Must Be:

- Self-motivated, team player with the ability to meet deadlines, remain flexible, and adjust to changing priorities.
- Strong organizational skills, with keen attention to details, as well as excellent problem solving abilities.
- Excellent oral and written communication skills.
- Have self-discipline and time management skills necessary to work independently.
- Currently be working towards a degree at a university in a related field.

If you are interested in an internship with TRAK

Please contact Sarah at:

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Visit us:  
[traktucson.org](http://traktucson.org)

We Have Over 100  
Animals!

