

California Wildlife Center

2026 Wildlife Hotline & Outreach Internship

Job Title: Wildlife Help Hotline & Outreach Internship

Department: Animal Care

Reports To: Wildlife Technicians/ Education Coordinator

Summary: California Wildlife Center is a resource to the community in more ways than one. Before wildlife patients make their way through the doors of the facility, CWC is in communication with the finders of these animals and can provide, advice, education, and resources to properly assess and intervene in situations involving wildlife. This internship will focus on assisting the wildlife technician staff by operating the wildlife texting hotline, learn to properly identify California native wildlife, assist with wildlife/ human conflict resolution, and assist the Education and Outreach Manager with activities and educational tabling for community events, schools, and camps throughout Los Angeles. **Although there will be exposure to wildlife handling, animal husbandry is not a skill set that will be taught during the Wildlife Hotline and Outreach Internship.**

Sessions, schedule, and housing:

- Each internship is approximately ten weeks unless a different arrangement has been made .
- The weekly hour requirement is 24-32 hours per week. Depending on the months of the internship and availability of the intern, spring and summer months generally require 32 hours per week.
- Most shifts will be 9am-5pm and will include at least one weekend day and possibly holidays. Day to day scheduling may vary depending on event dates and times.
- California Wildlife Center is unable to provide housing. Housing and reliable transportation are the responsibility of the applicant due to the remote location of the facility.

What interns will be taught how to and then be responsible for:

- Perform the intake process on a wide variety of wildlife safely from the public, including raptors, pelagic birds, songbirds, and mammals
- Be aware of and follow Highly Pathogenic Avian Influenza (HPAI) protocols
- Answer the wildlife hotline text messages in a timely manner
- Advise members of the public regarding wildlife inquiries, who are often in stressful situations, in a calm, courteous, and professional manner
- Learn how to quickly identify Native and Non-Native Southern California Wildlife through cell phone pictures sent by members of the public
- Accept and process donations from the public
- Solicit donations from members of the public
- Administrative duties that include filing, photocopying, and data entry
- Coordinating transport of patients to and from CWC
- Attend community events and school and camp educational programs with the Education and Outreach Coordinator to give presentations, table, and assist with hands on activities

- Other tasks as required

Qualifications:

- Must be 18 years of age or older
- Must have at least initial vaccinations against COVID-19
- Must have respect for wildlife and courtesy toward the public

Requirements:

- Must be able to perform light physical tasks such as bending and lifting
- Must be able to answer emergency phone calls in a calm manner
- Be able to follow directions given by staff, both orally and in writing
- Be able to learn in a fast-paced and often intense environment, and pick up taught skills quickly
- Must be able to work independently and as a team member
- Must be able to work quickly and efficiently while following directions and procedures
- Must be able to multitask and work in a stressful environment.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Proficiency in a language other than English is desired but not required.

Diversity, Equity, and Inclusion:

CWC is committed to creating an environment where all applicants feel welcomed and supported. We strongly encourage candidates from historically underrepresented groups—including LGBTQ+ individuals and Black, Indigenous, and People of Color (BIPOC)—to apply. Reasonable accommodations can be made to enable qualified individuals with disabilities to successfully complete the internship. Diversity in perspectives and lived experiences strengthens our work, and we are dedicated to fostering a space where everyone can thrive.

Environment:

While performing the duties of this position, the intern is routinely exposed to toxic or caustic chemicals, zoonotic diseases, aggressive and feral animals, mechanical moving parts, and outside weather conditions. All interns should be prepared each day with proper attire, footwear, and follow PPE protocols as instructed by staff to reduce the risk of harm from the environment, patients, or potentially zoonotic diseases.

How To Apply:

Applicants must submit a resume/ CV and a cover letter to Jasmine Regalado, the Volunteer Coordinator at jregalado@cawildlife.org. **The cover letter must state the months in which the intern is available, detail interests related to the internship, discuss any previous experience, mention the city the intern**

will be commuting from, and note if they are completing the internship for school credit. A rabies pre-exposure vaccine is NOT required, but if an intern has received the vaccine, they can include this information in the letter of intent. A virtual interview will be scheduled with qualified applicants after their application has been received and reviewed.

There is no deadline by which applicants must apply. Positions are filled on an ongoing basis as qualified candidates are found.

Prepared Date: September 2025