



PACIFIC PRIMATE SANCTUARY  
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## **Resident Assistant Manager Internship at Pacific Primate Sanctuary, Maui, Hawaii**

### **Position Description:**

Pacific Primate Sanctuary (PPS) is a 501(C)(3) nonprofit organization, providing rehabilitation and permanent care for threatened, endangered, and distressed primates. Since 1984, the Sanctuary has maintained a federally authorized facility for New World monkeys, many of whom have been rescued from research laboratories, the exotic pet trade, and tourist attractions.

The Assistant Manager Internship (AMI), is a unique immersion program, facilitating learning about New World primates and animal sanctuary management on an intimate, in depth, all-encompassing level. Instruction is tailored for each Assistant Manager Intern, based on his/her individual experience and skills. Initial training would consist of primate nurturance and sanctuary operations. Next, the AMI would learn animal care protocol and how to provide documentation oversight, staff training and supervision, and facility management. They would then gain an understanding of staff recruitment and selection, and grant research and development.

Responsibilities of an Assistant Manager Intern include: overseeing and participating in daily animal caregiving of 40+/- monkeys, medical/emergency procedures, behavioral conditioning and colony management. The PPS Assistant Manager assists with volunteer and Animal Care/Documentarian Intern supervision, scheduling, training, recruitment and selection. Office management responsibilities include the oversight of medical records and documentation, independent literature research, creating notes for the weekly meeting, and exploring grant opportunities. Additional projects and duties may be assigned based on the Sanctuary's needs and skills of the Assistant Manager, including social media posting, coordinating fundraisers, and environmental education outreach. This is full time position, with on-call duties as needed.

Please begin making application for the Sanctuary Assistant Manager Intern position by submitting the following, via e-mail: your Letter of Intent, your Resume/CV, and three Letters of Reference (from employers, supervisors etc.). For additional information and application documents, please contact:  
[pps@pacificprimate.org](mailto:pps@pacificprimate.org)

### **Qualifications/Experience:**

The PPS Intern Selection Committee invites qualified applicants with a background and interest in animal sanctuary management, animal welfare and conservation, exotic veterinary medicine, biology, and related fields to apply for the AMI residency.

This is an intermediate level position, and an ideal candidate would have a minimum of one year experience in primate or other exotic animal care, sanctuary operations, veterinary medicine (domestic or exotic), or wildlife rehabilitation. A university degree, in zoology, biology, pre-veterinary, wildlife management or related field, is preferred. Supervisory or managerial experience is also essential. The committee may consider an

equivalent combination of education, training, and experience which would provide the requisite knowledge, skill, and ability for the post.

The committee is seeking a professional, trustworthy, mature team player with excellent organizational and communication skills (written and spoken English) to make a steadfast commitment to the primates and the staff. A one-year tenure and the practice of selfless service to the animals are prerequisites. The PPS Resident Assistant Manager should have exceptional leadership skills, be physically fit, with no criminal record or communicable diseases (a current negative tuberculosis screening is required). The Assistant Manager should acquire and provide proof of health insurance for the duration of the residency. Citizens of foreign countries will need to secure their own visas and permits independently.

**Salary/funding:**

As no medical research is conducted at the Sanctuary, our organization is not eligible for funding from any governmental agencies, nor do we receive funds from admission, as public zoos do. Therefore, we must rely solely upon donations from compassionate individuals and organizations. Our operating budget is extremely small. Financial independence for personal expenses (including travel to Maui) is required. After the 3 month training period, a \$200 per month stipend will be provided, contingent on a minimum one-year commitment.

**Support provided for PPS Internship Positions:**

Pacific Primate Sanctuary provides fully furnished and equipped Yurts, traditional round structures designed specifically for tropical living, with wireless internet service. The Assistant Manager Intern is provided with a private Yurt and shares the bathhouse and kitchen facilities with the Animal Care/Documentarian Interns. The Yurts and bathroom accommodations are adjacent to the facility. Utilities, paper goods, and cleaning supplies are also supplied. The Assistant Manager Intern, Primate Care/Documentarian Interns and local PPS Volunteers maintain an on-site organic garden and fruit orchard, supporting the Sanctuary's sustainability goals. The verdant 4-acre site is landscaped with tropical ornamentals, flowers, and trees. This position is ideal for someone who would enjoy a rural lifestyle with simple amenities, in a subtropical climate.

**Term of Appointment:**

One Year minimum

This is an ongoing position, with new openings available throughout the year. PPS is currently seeking applicants to begin in November or December 2021.

**Comments:**

Everyone involved with Pacific Primate Sanctuary is unsalaried and the organization operates with an entirely volunteer staff, funded solely by money donated by compassionate individuals and organizations. Our small community is made up of 5-10 local Volunteer Caregivers (who volunteer one or more shifts each week), 1-3 Animal Care/Documentarian Interns, an Assistant Manager Intern, an Operations Manager, and an off-site support system of veterinary and other professionals.

At PPS, the needs of the primates are first and foremost. Each primate receives the best care possible for his or her physical, psychological and social well-being. The monkeys are treated with respect, compassion and empathy. They are provided the housing, social grouping, nutrition and care that best benefit their age and physical condition, and facilitate their innate, natural behavior. Since the well-being of the monkeys is our primary focus, they are not on exhibit and the facility is not open to the public. The Sanctuary is a beautiful place for people with a deep appreciation of the natural world and the Beings we share it with.

Please visit the PPS website: <http://www.pacificprimate.org>

and Facebook Page: <http://www.facebook.com/PacificPrimateSanctuary>

