



### Wildlife Protection: Fur-Free Campaign Intern

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.*

<b>Internship Location</b>	700 Professional Drive, Gaithersburg, MD 20879
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background and Social Security Number Verification
<b>Focus of the Internship</b>	Interns will gain a deeper understanding of the fur industry and how it intersects with the issues of fashion, dogs and cats in the fur trade, fur factory farms, consumer protection issues, and animal protection legislation and advocacy.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Gain knowledge of wildlife and conservation issues, with a focus on animals used in the fur industry</li> <li>• Develop a structured mentor/mentee relationship, strengthen networking, organizational, community outreach, and data compilation skills</li> <li>• Strengthen writing and research skills</li> <li>• Learn how research assists policy work for animal protection issues</li> <li>• Gain valuable exposure to the state legislative process and the politics of wildlife protection issues</li> <li>• Gain an understanding of working with the media to support campaign goals</li> <li>• The knowledge of what it takes to run a successful national campaign</li> <li>• Gain leadership experience and learn how to be most effective as an animal advocate</li> <li>• Learn and demonstrate familiarity with the Fur-Free Campaign, the Wildlife Protection department, and The HSUS' major positions, programs, and missions</li> </ul>
<b>Orientation/Training</b>	Intern will be given an intern handbook and have access to a handbook covering HSUS policies. Intern will receive department-specific materials and on-site training specific to the role.
<b>Intern Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct online research, read and summarize relevant articles</li> <li>• Make phone calls, and send emails as directed to companies, brands, retailers and designers to inquire about fur policies</li> <li>• Work with a database, update and prepare Excel spreadsheets, and assist with mailings as needed</li> <li>• Provide written reports on progression of work</li> <li>• Complete a non-credit online Humane Society University Campaigns course and attend Fur-Free section meetings as scheduled</li> <li>• Complete and submit Volunteer Lobbying Reporting form as requested by supervisor</li> </ul>
<b>Level of Difficulty</b> <b>1=easy/5=demanding</b> (physical, mental, emotional)	<ul style="list-style-type: none"> <li>• Physical difficulty is level 1; the work occurs in an office setting</li> <li>• Mental difficulty is level 3; requires computer and research skills, strong communication skills and the ability to work independently and use good judgment</li> </ul>

	<ul style="list-style-type: none"> <li>Emotional difficulty is level 4; the work will require learning about the fur procurement and related issues, which are often disturbing and graphic</li> </ul>
<b>Expected Environmental Conditions</b>	Pet-friendly office environment
<b>Qualifications/Requirements for Intern Applicants</b>	<ul style="list-style-type: none"> <li>Strong research, critical thinking and written and oral communication skills</li> <li>Proficiency in Microsoft Office suite, strong familiarity with the Internet and online research tools, and general knowledge of social media</li> <li>Possess problem-solving capability</li> <li>Able to use discretion, keeping in mind the confidential nature of some aspects of the work</li> <li>Time management skills including how to prioritize assignments and multi-task</li> <li>Demonstrate flexibility, have a strong work ethic, and have an eagerness to take initiative on a variety of projects</li> <li>Must be courteous, diplomatic, and maintain a high level of professionalism in attitude and appearance</li> <li>Able to work independently and use good judgment</li> <li>Some knowledge of fur-related issues and the fashion industry preferred</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>Must be able to learn and follow guidelines and policies of The HSUS and follow directions given by staff</li> <li>Must submit the required paperwork and pass a background check before being assigned</li> </ul>
<b>Internship Start Date</b>	Flexible
<b>Internship Time Commitment</b>	At least 20 hours per week for approximately 12 weeks
<b>Internship Scheduling Guidelines</b>	Monday-Friday between the hours of 9 a.m. and 5 p.m.
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	Standard office equipment including a computer and access to the Internet
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	Fashion Outreach Manager, Fur-Free Campaign
<b>Additional Mentor(s)</b>	
<b>Number of Concurrent Internship Openings</b>	1
<b>Additional Information</b>	
<b>Updated</b>	5/31/2013