



Humane Society Legislative Fund Intern

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
Internship Location	1255 23 rd Street NW, Suite 455, Washington, DC 20037
Position Grade	3 ; background check includes Criminal Background and Social Security Number Verification
Focus of the Internship	Interns learn about the Humane Society Legislative Fund (HSLF)'s work and gain valuable experience and knowledge through research and outreach relating to passing animal protection laws at the state and federal level, educating the public about animal protection issues, and supporting humane candidates for office.
Learning Opportunities	<ul style="list-style-type: none"> • Gain knowledge and develop a deeper understanding of the legislative process, political activity, advocacy, and current laws and policies as they relate to animal protection • Experience first-hand how a social advocacy organization operates • Learn about lobbying and event planning • Exposure to the daily operations of 501(c)(4) social welfare organization • Strengthen communication, research, organizational, critical thinking and networking skills • Foster an understanding of animal protection issues and gain ideas on how to be most effective as an animal advocate • Learn about the HSLF's major campaigns and mission
Orientation/Training	Interns will be given an intern handbook covering HSLF policies. Interns will receive organization-specific materials and on-site training specific to the role, as well as a presentation about HSLF. Interns have the opportunity to meet with HSLF staff members to learn about each aspect of the organization and to attend pertinent HSLF meetings and educational presentations.
Intern Responsibilities	<ul style="list-style-type: none"> • Research legislation and political races, including researching political candidates' legislative records and animal advocacy background, sending questionnaires to candidates, using websites such as THOMAS, Open Secrets, CQ/Roll Call, The Cook Political Report, and assisting with data compilation • Help develop the Humane Scorecard by keeping track of sponsors/co-sponsors and recording/double checking votes based on U.S. House and Senate roll call votes • Respond to member inquiries regarding the priority legislation of HSLF and The Humane Society of the United States (HSUS), HSLF's operations as a 501(c)(4), and other miscellaneous inquiries regarding animal welfare issues • Assist with political activity including the compilation and review of direct mail, action alerts, and press releases • Perform phone banking in support of animal protection legislation at the state and federal level • Attend organizational meetings, congressional briefings on animal protection issues, and educational opportunities and presentations

	<ul style="list-style-type: none"> • Help with event planning and attend events when they coincide with the internship; i.e. assist with Taking Action for Animals (TAFAs) and Humane Lobby Day, including tabling, and various other aspects of conference planning as needed; during the spring session, interns will help with our annual congressional Humane Awards, which recognizes humane legislators at the U.S. Capitol
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 1; the work occurs in an office setting • Mental difficulty is level 4; requires researching and synthesizing information, strong communication skills, proficiency in written and research skills, and the ability to read and understand academic and political material • Emotional difficulty is level 3; interns may be involved in researching issues that are emotionally distressing, such as animal cruelty
Expected Environmental Conditions	Pet-friendly office environment. There are opportunities for travel to Capitol Hill and also to nearby VA and/or MD state capitals if there are relevant events.
Qualifications/Requirements for Intern Applicants	<ul style="list-style-type: none"> • Strong written and oral communication skills • Possess superior research skills and be able to read and understand academic material • Proficiency in Microsoft Outlook, Word, PowerPoint, and Excel, strong familiarity with the Internet and online research tools, and basic knowledge of social media • Attentive to detail and a commitment to accuracy • Basic knowledge of the Humane Society Legislative Fund • Demonstrate flexibility and an eagerness take initiative on a variety of projects • Able to use discretion, keeping in mind the confidential nature of some aspects of the work • Strong interest in animal protection issues and political research as well as knowledge of government and politics • Strong interpersonal skills and the able to maintain professionalism in attitude and appearance on the telephone and in person with staff, legislative offices we work with, and members of the public • Able to learn and demonstrate familiarity with the HSLF's major campaigns, positions, and missions • Able to work well independently and use good judgment • No specific academic major is required; however, an academic background in political science, law, or public policy is helpful
Restrictions	<ul style="list-style-type: none"> • Must either be currently enrolled in college or graduate school, or have attained a bachelor's degree • Must be able to learn and follow all guidelines and policies of the HSLF and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned
Internship Start Date	Ongoing
Internship Time Commitment	The preferred time commitment is 40 hours per week for 12 weeks (full-time). Part-time schedules are considered, but priority consideration is given to those who can commit to a full-time schedule.
Internship Scheduling	Monday-Friday between the hours of 9 a.m. and 6 p.m.

Guidelines	
Tools/Equipment Provided (including Personal Protective Equipment)	Standard office equipment including a computer and access to the Internet
Optional Tools/Equipment	n/a
Supervisor(s)	PAC and Compliance Manager
Additional Mentor(s)	Program Coordinator, Federal Affairs
Number of Concurrent Internship Openings	2-3
Additional Information	
Updated	3.9.2017