



### State Affairs Administrative Support Volunteer

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
<b>Work Location</b>	Opportunities exist in select states with a state director
<b>Position Grade</b>	<b>1</b> ; background check not required
<b>Purpose of the Position</b>	Increase the state director's capacity to meet his/her goals by providing administrative support.
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide general administrative support including filing, data entry, assistance with mailings, updating excel spreadsheets, and photocopying, etc.</li> <li>• Help organize and put outreach materials together</li> <li>• Field questions from the public as needed</li> <li>• Update state director on activities in a timely manner</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/home office setting</li> <li>• Mental difficulty is level 3; requires strong communication skills and the ability to work independently and use good judgment</li> <li>• Emotional difficulty is level 2; volunteers may be exposed to some emotionally-distressing issues at a minimal level</li> </ul>
<b>Expected Environmental Conditions</b>	Workspace is a home office environment.
<b>How Often Volunteers Work On-site</b>	Work may be on-site at state director's office/home or may be from the volunteer's own home.
<b>Orientation/Training</b>	Volunteers attend an orientation and are trained on the particular aspects of their role. Volunteers receive a volunteer handbook covering HSUS policies, and materials regarding State Affairs department-specific practices.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Knowledge of The HSUS and how the work of the State Affairs department fits into the larger picture of animal protection</li> <li>• Develop or strengthen office, customer service, problem-solving, time management and organizational skills</li> </ul>
<b>Position Start Date</b>	Ongoing
<b>Initial Minimum Commitment</b>	Volunteers commit to work for a minimum of three months; there is an expectation that people fulfill the commitment made by mutual agreement with state director at the outset of their volunteer work.
<b>Scheduling Guidelines</b>	Flexible; volunteers will work out a schedule with state director
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>• Strong communication skills</li> <li>• Able to learn and demonstrate a familiarity with The HSUS' programs</li> <li>• Able to understand The Humane Society of the United States' (HSUS) policies and positions and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS</li> <li>• Able to learn and demonstrate a familiarity with HSUS' major campaigns and mission</li> </ul>

	<ul style="list-style-type: none"> <li>• Office experience helpful</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Volunteers must be at least 18 years of age; exceptions to this will be made at the discretion of the state director</li> <li>• Access to a computer with Microsoft Office Suite and internet access is necessary dependent upon work assigned</li> <li>• Must learn and follow all guidelines and policies of The HSUS and the State Affairs department, and follow directions</li> <li>• Must submit the required paperwork before being assigned</li> </ul>
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	n/a
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	State director in assigned state (first initial/last name@humanesociety.org) or (state@humanesociety.org)
<b>Number of Concurrent Volunteer Openings</b>	Varies by state
<b>Additional Information</b>	
<b>Updated</b>	1/10/2014