



### State Affairs Events Volunteer

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

<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>	Provide assistance to the state director by helping to prepare, promote, and carry out events related to animal protection in each state.
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist state director in scheduling, preparing, promoting, and executing events and meetings such as Lobbying 101 seminars and Humane Lobby Day</li> <li>• Collate materials for events, make packets for attendees, manage the table at events, enter attendee sign-in information into excel spreadsheets</li> <li>• Research events where state director could table or host a meeting</li> <li>• Research events where volunteers can table on behalf of The HSUS to educate the public about various campaigns and issues</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 2; volunteers may be in an office-type setting but could also be out in the field (ex. helping set up for Humane Lobby Day, etc.)</li> <li>• Mental difficulty is level 3; requires strong verbal communication skills, and the ability to work well independently and use good judgment</li> <li>• Emotional difficulty is level 2; the nature of some of the issues dealt with may be emotionally difficult</li> </ul>
<b>Expected Environmental Conditions</b>	Office work and field work (i.e. Lobbying 101 seminars are held at various indoor locations and Humane Lobby Day is held in the state's capitol); requires travelling to events in state; dress for appropriately for weather.
<b>How Often Volunteers Work On-site</b>	Event work requires attendance. Work leading up to an event will be done remotely.
<b>Orientation/Training</b>	Volunteers will be trained on the particular aspects of their role, including overview of issues The HSUS works on, volunteer handbook covering HSUS policies, training for Humane Lobby Day, materials regarding State Affairs department-specific practices.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Gain knowledge about state-specific animal protection issues</li> <li>• Strengthen networking and communication skills, as well as time management and organizational skills including how to prioritize assignments and multi-task</li> <li>• Develop or strengthen event-planning and community outreach skills</li> <li>• Learn how to be most effective as an animal advocate</li> </ul>
<b>Position Start Date</b>	Ongoing
<b>Initial Minimum Commitment</b>	Volunteers commit to work on an as-needed basis for a minimum of three-six months
<b>Scheduling Guidelines</b>	Flexible; volunteers will work out a schedule with state director
<b>Qualifications/Requirements</b>	<ul style="list-style-type: none"> <li>• Able to effectively communicate verbally and in writing</li> </ul>

<b>for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>• Must exhibit strong possess problem-solving skills, as well as pay attention to detail</li> <li>• Able to communicate with a variety of people effectively and without judgment or making negative remarks</li> <li>• Demonstrate flexibility and willingness to take on a variety of tasks as needed</li> <li>• Proficiency in Microsoft Office suite and database-entry</li> <li>• Possess capability of working as a team, strong work ethic, have the ability to retain information, and have the ability to teach others about the issues</li> <li>• Ability to think creatively, in a solution-oriented way</li> <li>• Exhibit good judgment when communicating and have the ability to use discretion, keeping in mind the confidential nature of some aspects of the work</li> <li>• Ability to maintain professionalism in attitude and appearance</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> <li>• Event planning 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>• Should have access to a computer and ability to login into an online volunteer communication site to receive updates</li> <li>• Must have reliable transportation and arrive on time for events</li> <li>• Must be able to learn and follow 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>	Events Volunteers help successfully move forward the HSUS agenda to make the world a more humane place; they will be able to increase the state director's capacity to expand our mission of Celebrating Animals and Confronting Cruelty, as they will be integral to the success of HSUS events around the state.
<b>Updated</b>	1/10/2014