



### State Affairs Special Projects 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>	Gaithersburg Office (700 Professional Drive, Gaithersburg, MD 20879) or Remote
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background and Social Security Number Verification
<b>Purpose of the Position</b>	Increase the <a href="#">State Affairs</a> department's capacity to meet its goals by supporting our state directors in their work to celebrate animals and confront cruelty in their states. Greater volunteer involvement can expand each state director's reach into local communities and in the legislature.
<b>Volunteer Responsibilities</b>	<p>Work varies based on current needs and the volunteer's skills and interests. Examples of projects include:</p> <ul style="list-style-type: none"> <li>• Conduct research projects and summarize findings; for example, research animal groups, shelters, and rescues located within targeted congressional districts; research who handles animal cruelty cases in attorney generals' offices, etc.</li> <li>• Compile lists for legislative support (i.e. potential coalition partners by legislative or congressional district, contact information for legislative offices, etc.)</li> <li>• Perform miscellaneous administrative support; assist with data entry, materials preparation, filing, etc.</li> <li>• Remain in daily email contact while working on a project</li> <li>• Assist with various states' <a href="#">Humane Lobby Days</a> (citizen animal advocates gather to learn and practice lobbying for animal protection laws at the state level): <ul style="list-style-type: none"> <li>• Call state legislative offices and coordinate lobby day appointments</li> <li>• Create personalized agendas for various state Humane Lobby Days</li> <li>• Assist with administrative preparation for Humane Lobby Day</li> </ul> </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; work occurs in an office/home office setting</li> <li>• Mental difficulty is level 2; requires computer literacy and ability to perform basic online research</li> <li>• Emotional difficulty is level 1; volunteers may be exposed to some emotionally-distressing issues at a minimal level</li> </ul>
<b>Expected Environmental Conditions</b>	Indoors/office environment; Gaithersburg, MD office is pet-friendly
<b>How Often Volunteers Work On-site</b>	Work can be done on-site or remotely.
<b>Orientation/Training</b>	Volunteers will be given background information on our legislative agenda for animals and will be trained on the particular aspects of their role as needed, including an orientation on grassroots outreach. Volunteers will learn why their work on assigned project(s) is important.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Volunteers will develop or hone grassroots outreach skills</li> <li>• Learn to build coalition support for our legislative agenda</li> </ul>

	<ul style="list-style-type: none"> <li>• Strengthen communication, online research and reporting skills</li> <li>• Develop or strengthen knowledge of animal welfare issues</li> </ul>
<b>Position Start Date</b>	Ongoing
<b>Initial Minimum Commitment</b>	Minimum of four hours per week for three-six months is required.
<b>Scheduling Guidelines</b>	Schedule is flexible
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>• Computer literacy with a strong familiarity of Microsoft Excel</li> <li>• Strong communication skills</li> <li>• Able to budget time and adhere to project deadlines</li> <li>• Attention to detail and a commitment to accuracy</li> <li>• Interest in animal protection</li> <li>• Able to work well independently and use good judgment</li> <li>• Online research skills preferred</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Remote volunteers must have access to a computer with Microsoft Excel and internet access</li> <li>• Must be able to learn and follow guidelines and policies of The HSUS and follow directions</li> <li>• Must submit the required paperwork and pass a background check before being assigned</li> </ul>
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	On-site volunteers will be provided with standard office equipment, access to the internet and a computer.
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	Director, State Grassroots Campaigns
<b>Number of Concurrent Volunteer Openings</b>	5 individuals
<b>Additional Information</b>	
<b>Updated</b>	9.13.2013