



State Affairs Research Assistant Volunteer

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

Work Location	Opportunities exist in select states with a state director
Position Grade	1 ; background check not required
Purpose of the Position	Volunteers assist state director by researching a variety of issues related to animal protection in the state
Volunteer Responsibilities	<ul style="list-style-type: none"> Assist state director with a variety of research efforts and read relevant publications Conduct online research as well as via telephone Compile data into Excel spreadsheets and complete written report summaries Update state director on activities in a timely manner
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/home office setting Mental difficulty is level 4; requires strong critical thinking skills as well as proficiency in research techniques; must be able to work well independently and use good judgment Emotional difficulty is level 3; the nature of the issues researched may be emotionally difficult
Expected Environmental Conditions	Workspace is a home office environment.
How Often Volunteers Work On-site	n/a
Orientation/Training	Volunteers will be trained on the particular aspects of their role, including overview of issues The HSUS works on, volunteer handbook covering HSUS policies, and materials regarding State Affairs department-specific practices.
Learning Opportunities	<ul style="list-style-type: none"> Strengthen online research, data compilation, and critical thinking abilities, as well as the ability to better understand animal protection issues Learn how to be most effective as an animal advocate
Position Start Date	Ongoing
Initial Minimum Commitment	Volunteers commit to work three-four hours per week for a minimum of three-six months
Scheduling Guidelines	Flexible; volunteers will work out a schedule with state director
Qualifications/Requirements for Volunteer Applicants	<ul style="list-style-type: none"> Must exhibit strong reading, writing, critical thinking, research, and problem-solving skills, as well as pay attention to detail Must have proficiency in Microsoft Office suite (Word and Excel) and database entry Possess strong work ethic Able to use discretion, keeping in mind the confidential nature of some aspects of the work Able to understand The Humane Society of the United States' (HSUS) policies and positions and able and willing to appropriately and accurately

	<p>represent those policies when interacting with the public or otherwise representing The HSUS</p> <ul style="list-style-type: none"> • Able to learn and demonstrate a familiarity with HSUS' major campaigns and mission
Restrictions	<ul style="list-style-type: none"> • Volunteers must be at least 18 years of age; exceptions to this will be made at the discretion of the state director • Must be able to learn and follow all guidelines and policies of The HSUS and follow directions • Should have access to a computer and ability to login into an online volunteer communication site to receive updates • Must submit the required paperwork before being assigned
Tools/Equipment Provided (including Personal Protective Equipment)	n/a
Optional Tools/Equipment	n/a
Supervisor(s)	State director in assigned state (first initial/last name@humanesociety.org) or (state@humanesociety.org)
Number of Concurrent Volunteer Openings	1-5 individuals; dependent upon what issues state director is currently working on
Additional Information	Research Assistant 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.
Updated	1/10/2014