



Farm Animals Bilingual (Spanish-English) 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>	
Work Location	Washington, D.C. office or remote
Volunteer Grade	2 ; background check includes Criminal Background, Motor Vehicle Record, and Social Security Address Report
Purpose of the Position	Help the department meet its campaign goals by assisting in research focused on factory farming in Latin America.
Description of Work Involved	<ul style="list-style-type: none"> • Translate online resources, including fact sheets and web pages into Spanish • Research factory farming and its impacts in the Latin America region • Draft factsheets and white papers • Edit and review research papers • Remain in bi-weekly email contact while working on a project • Fact-check (those volunteers who pass a fact-checking assessment): review each sentence of a new paper or factsheet draft to ensure the cited sources accurately support the document; report any fact-checking inconsistencies to the volunteer supervisor or author
Commitment of Time	Minimum of five hours per week for three months
Hours Volunteers can Work	Schedule is flexible
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 1; work occurs in an office/home office setting • Mental difficulty is level 3; requires critical thinking skills and meticulous attention to detail • Emotional difficulty is level 3; work requires a high level of resoluteness and persistence; volunteers will be exposed to some emotionally-distressing issues at a minimal level
Skills Required	<ul style="list-style-type: none"> • Meticulous attention to detail • Bilingual (Spanish-English) with excellent communication and interpersonal skills • Able to remain resolute and focused • Computer literacy with proficiency in Microsoft Word • Able to work well independently with little to no supervision • Advanced online research skills in Spanish and English • Interest in animal protection
Expected Environmental Conditions	Indoors/office environment; Washington, D.C. office is pet-friendly
Number of Volunteers Needed	4
How often do volunteers need to work on site?	n/a
Tools and equipment provided	On-site volunteers will be provided with standard office equipment, access to the internet and a computer, if available.
Tools and equipment volunteers can bring if desired	Laptop may be required if working on-site

Personal Protective Equipment (provided as needed)	n/a
Project Start Date	Ongoing
Orientation/training	Volunteers will be given an orientation on the organization, HSI-FA's programs in Latin America, and guidance as they carry out projects.
Learning Opportunities (Skills/knowledge)	<ul style="list-style-type: none"> • Develop or hone research, writing, critical thinking and translation skills • Learn how to communicate effectively with authors • Develop or strengthen knowledge of farm animal welfare issues, specifically in Latin America
Restrictions	<ul style="list-style-type: none"> • Remote volunteers must have access to a computer with Microsoft Word and internet access • Must be able to learn and follow guidelines and policies of The HSUS and HSI, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • Must pass a fact-checking assessment to fact-check
Extra Comments	
Last updated	3/2/2012