



### Equine Protection Intern

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

<b>Internship Location</b>	Gaithersburg, MD office
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background and Social Security Number Verification
<b>Focus of the Internship</b>	Intern will gain experience researching and performing outreach to support the ongoing campaigns in the department against horse slaughter and soring. The intern will also have the opportunity to set project goals and track the project's successes. The intern will also have the opportunity to strengthen communication, writing, research, data compilation, and editing skills, gain a deeper understanding of the issues affecting horses, and learn about horse protection advocacy and how it intersects with the issues of public policy.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Strengthen research skills</li> <li>• Develop or strengthen animal advocacy and diplomacy skills and strategies</li> <li>• Learn how research assists policy work for horse-related issues</li> <li>• Develop or strengthen understanding of animal protection issues</li> <li>• Learn about The HSUS's major campaigns, programs, and mission</li> </ul>
<b>Orientation/Training</b>	Intern will be given an intern handbook and have access to a handbook covering HSUS policies. Intern will receive department-specific materials, including research materials, and training specific to the role. The intern will have a chance to meet with every member of the Equine Protection team to learn about each aspect of the department.
<b>Intern Responsibilities</b>	<ul style="list-style-type: none"> <li>• Research horse-related issues related to Equine Department's Slaughter and Soring campaigns</li> <li>• Perform outreach to the equine community</li> <li>• Attend and participate in regularly-scheduled department meetings as well as policy-specific meetings that focus on horse slaughter and soring</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 setting</li> <li>• Mental difficulty is level 3; requires basic computer and research skills, strong communication skills and the ability to work independently and use good judgment</li> <li>• Emotional difficulty is level 2; although the work will require learning about the equine issues, which can be distressing, the contact with the issues will be superficial</li> </ul>
<b>Expected Environmental Conditions</b>	Pet-friendly office environment
<b>Qualifications/Requirements for Intern Applicants</b>	<ul style="list-style-type: none"> <li>• Proficiency using the Internet and Microsoft Word and Excel</li> <li>• Strong communication and organizational skills</li> <li>• Attentive to detail</li> <li>• Basic research skills</li> <li>• Able to work well independently and use good judgment</li> <li>• Basic knowledge of equine issues preferred</li> </ul>

<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Must be able to learn and follow all guidelines and policies of The HSUS and the Equine Protection department, and follow directions given by staff</li> <li>• Must submit the required paperwork and pass a background check before being assigned</li> </ul>
<b>Internship Start Date</b>	Flexible
<b>Internship Time Commitment</b>	20 hours/week for approximately 12 weeks
<b>Internship Scheduling Guidelines</b>	Hours are flexible, although the intern would need to be available during standard business hours (Monday-Friday; 9 am-5:30 pm) on a regular basis.
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	Intern will be provided standard office equipment including a computer and access to the Internet.
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	Deputy Director Equine Protection Specialist
<b>Additional Mentor(s)</b>	
<b>Number of Concurrent Internship Openings</b>	1
<b>Additional Information</b>	
<b>Updated</b>	8/11/2014