THE HUMANE SOCIETY OF THE UNITED STATES

Intern Position Description

Farm Animal Protection Campaign: Food Policy Intern

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.	
Internship Location	700 Professional Drive, Gaithersburg, MD 20879
Position Grade	**3;** background check includes Criminal Background and Social Security Number Verification
Focus of the Internship	Intern learns about our Farm Animal Protection Campaign and gains experience and knowledge through the study of farm animal-related issues and advocacy, with a particular emphasis on institutional outreach in regards to plant-based foods and programs.
Learning Opportunities	• Learn about the Farm Animal Protection Campaign and The HSUS's major positions, campaigns, and missions • Gain a deeper understanding of farm animal protection advocacy and how it intersects with the issues of animal welfare, factory farming, humane eating, the broader animal agricultural industry, animal protection legislation, and institutional outreach regarding plant-based initiatives • Develop experience in the field of animal protection while addressing real-world issues relating to farm animal protection • Strengthen networking, data compilation, communication, research, outreach, and general professional skills • Develop a structured mentor/mentee relationship • Practice organizational and time management skills such as how to prioritize assignments and multi-task • Understand how to work in a team environment to make progress for animals • Through completion of the Humane Society Academy Campaigns course, learn the key steps of developing a strong animal protection campaign, gain new ideas on how to be most effective as an animal advocate, and gain a greater understanding of the animal agricultural industry as well as what individuals can do to help
Orientation/Training	• Intern handbook covering HSUS policies, materials regarding department/campaign-specific practices, and ongoing on-the-job training • Noncredit, online Humane Society Academy Campaigns course on building an effective campaign
Intern Responsibilities	• Assist with outreach, including contacting schools about Meatless Monday and Food Forward events • Assist with finding suitable venues to facilitate our Meatless Monday and Food Forward events • Make phone calls to HSUS members to support legislation • Provide weekly progress reports to supervisor on assigned projects • Complete Humane Society Academy Campaigns course • Meet with supervisor bi-weekly to ensure that intern has the opportunity to discuss any thoughts, ideas, or concerns; the meeting will help foster a

	strong mentor/mentee relationship as well as provide the supervisor with the opportunity to better tailor the internship to the intern's particular needs • Attend monthly Campaigns department meetings, morning briefings, educational presentations, documentary viewings, and other Farm Animal Protection Campaign meetings as scheduled • Read relevant articles and suggested books (optional), to gain knowledge of issues affecting farm animals across the country such as battery cages, tail docking, veal crates and gestation crates and how to be an effective animal advocate • May assist with occasional tabling and outreach events as needed
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	• Physical difficulty is level 1; the work occurs in an office setting • Mental difficulty is level 3; proficiency in basic Microsoft Office suite as well as strong verbal, written, and research skills are required • Emotional difficulty is level 3; the nature of the issues dealt with can be emotionally disturbing
Expected Environmental Conditions	Pet-friendly office environment; attire is business casual. There may be opportunities for optional travel; dress for weather.
Qualifications/Requirements for Intern Applicants	• Must have strong reading, writing, and research skills • Must have the capacity to cope with emotional situations of animal abuse • Must have interpersonal skills and be professional • Able to effectively communicate verbally • Attentive to detail • Proficiency in Microsoft Office suite (Outlook, Word, and Excel), strong familiarity with the Internet and online research tools • Basic knowledge of farm animal protection issues; suggested reading for background information: www.FarmAnimalWelfare.org • Able to use discretion, keeping in mind the confidential nature of some aspects of the work • Maintain enthusiasm and use critical thinking skills • Able to work independently and use good judgment
Restrictions	• Must be able to learn and follow guidelines and policies of The HSUS and the Campaigns Department, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned
Internship Start Date	Flexible
Internship Time Commitment	30 hours per week for approximately 10-12 weeks; a reduced schedule might be considered
Internship Scheduling Guidelines	4 days/week, Monday–Friday (with one day off) between the hours of 9:00 AM and 5:30 PM (flexible); optional evening or weekend attendance at grassroots meetings or other events
Tools/Equipment Provided (including Personal Protective Equipment)	Standard office equipment including a computer and access to the Internet
Optional Tools/Equipment	n/a
Supervisor(s)	Food Policy Events and Outreach Manager, Campaigns Department: Farm Animal Protection
Additional Mentor(s)	Corporate Outreach Events Coordinator, Campaigns Administrative Assistant, Campaigns

Number of Concurrent Internship Openings	1-2
Additional Information	This internship offers minimum wage, paid weekly.
Updated	10.12.2016