THE HUMANE SOCIETY OF THE UNITED STATES

Volunteer Position Description

Farm Animal Protection: Food Policy 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	Gaithersburg, MD office or Remote
Position Grade	**3;** background check for onsite volunteer includes Criminal Background and Social Security Number Verification
Purpose of the Position	Assist the Farm Animal Protection Campaign in food policy efforts.
Volunteer Responsibilities	• Assist with finding suitable venues to facilitate our Meatless Monday and Food Forward events • Assist with outreach, including contacting schools about Meatless Monday and Food Forward events • Take pictures of animal welfare labels at grocery stores • Potentially help with performing outreach to restaurants about Meatless Monday • Potentially perform research on meat and egg industry, environmental relations to factory farming, corporate contacts, etc. for our corporate outreach work • Help with other miscellaneous projects regarding our institutional food policy or corporate food policy campaigns as needed
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	• Physical difficulty is level 1; the work occurs primarily in an office/home office setting • Mental difficulty is level 2; effective communication skills and computer proficiency required • Emotional difficulty is level 3; the nature of the issues dealt with can potentially involve animal abuse
Expected Environmental Conditions	Indoors/office environment; Gaithersburg, MD office is pet-friendly
How Often Volunteers Work On-site	Flexible
Orientation/Training	Volunteers will be given an orientation and background information on the organization. Volunteers will also receive department-specific materials, will be trained on the particular aspects of the role and will receive information on a regular basis to learn and keep abreast of prominent farm animal protection issues.
Learning Opportunities	• The ability to eloquently speak about farm animal protection issues • Strengthen networking, research, and leadership skills • Learn time management skills, such as how to prioritize assignments and multi-task • Learn campaign skills such as advocacy and reaching out to the public • Learn about the Farm Animal Protection Campaign's and The HSUS's major positions, programs, and missions
Position Start Date	Flexible
Initial Minimum Commitment	Four hours per week for a minimum of one month
Scheduling Guidelines	Flexible; volunteers will work out a schedule with volunteer supervisor

Qualifications/Requirements for Volunteer Applicants	• Able to effectively communicate verbally and in written form • Proficiency in Microsoft Office suite and database skills • Demonstrate flexibility, show initiative, have an eagerness to learn, and attentive to detail • Exhibit good judgment when communicating and have the ability to use discretion, keeping in mind the confidential nature of some aspects of the work • Able to maintain professionalism in attitude and appearance • Able to work independently with low levels of direct supervision, as well as able to work as part of a team • General knowledge of social media • Helpful to have basic knowledge of factory farming issues
Restrictions	• Remote volunteer must have access to a computer with Microsoft Office and access to the Internet. • Must be able to learn and follow all guidelines and policies of The HSUS and the Campaigns Department, and follow directions given by staff • Must submit the required paperwork and onsite volunteer must pass a background check before being assigned
Tools/Equipment Provided (including Personal Protective Equipment)	Volunteers working at Gaithersburg office will be provided standard office equipment with which to carry out their work.
Optional Tools/Equipment	n/a
Supervisor(s)	Corporate Outreach Events Coordinator
Number of Concurrent Volunteer Openings	3 individual volunteers
Additional Information	This is a great opportunity to work with a prominent animal protection organization on a vital campaign to help farm animals.
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