



Federal Affairs: Legislative Intern

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
Internship Location	1255 23 rd Street NW, Suite 455, Washington, DC 20037
Position Grade	3 ; background check includes Criminal Background and Social Security Number Verification
Focus of the Internship	To foster an understanding of numerous animal protection issues, the legislative process, and the work at the Humane Society Legislative Fund (HSLF) while receiving job training and an educational experience. Issues include puppy mills, horse soring, horse slaughter, exotic animals, factory farms, marine mammals, endangered and threatened wildlife, animals used in research, and non-animal research alternatives.
Learning Opportunities	<ul style="list-style-type: none"> • Hone research and writing skills • Strengthen communication and networking skills • Gain understanding of the federal legislative process and current laws and policies as they relate to animals • Practice time management skills while prioritizing multiple assignments • Develop grassroots advocacy experience
Orientation/Training	Interns will have an orientation and be given an intern handbook. Interns will receive department-specific materials and on-site training specific to the role.
Intern Responsibilities	<ul style="list-style-type: none"> • Conduct non-legal research and writing • Attend hearings, briefings, and meetings on Capitol Hill as required, and prepare reports for staff • Assist staff in mobilizing membership on key legislative initiatives • Assist staff in tracking legislation • Assist with administrative tasks such as updating and preparing Excel spreadsheets, proofreading, assembling folders for lobby visits, preparing mailings, etc.
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 2; the majority of work occurs in an office setting; there are some required off-site activities in Washington, DC • Mental difficulty is level 4; requires researching and synthesizing information, strong communication skills, proficiency in written and research skills, and the ability to read and understand academic and political material • Emotional difficulty is level 3; intern may be involved in researching issues that are emotionally distressing, such as animal cruelty
Expected Environmental Conditions	Professional and pet-friendly office environment with some walking to outside appointments
Qualifications/Requirements for Intern Applicants	<ul style="list-style-type: none"> • Strong interest in animal protection issues and politics • Excellent written and oral communication skills and fluency in English • Strong research and critical thinking skills • Able to manage multiple projects and priorities • Familiarity with online research tools

	<ul style="list-style-type: none"> • Proficiency in Microsoft Office suite • Flexibility, initiative-taking, strong work ethic, eagerness to learn • Able to use discretion, keeping in mind the confidential nature of some aspects of the work • Able to think creatively, in a solution-oriented way • Able to follow instructions and work independently with moderate levels of direct supervision • Maintain a high level of professionalism in attitude and appearance, on the telephone and in person with staff, members of the public, congressional staff and agency officials • Able to learn and demonstrate familiarity with the Federal Affairs department and the HSLF's major campaigns and mission
Restrictions	<ul style="list-style-type: none"> • Must either be currently enrolled in college or graduate school, or have attained a bachelor's degree • Must be able to learn and follow all guidelines and policies of the HSLF and the Federal Affairs 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	The preferred time commitment is 40 hours per week for 12 weeks (full-time). Part-time schedules are considered, but priority consideration is given to those who can commit to a full-time schedule.
Internship Scheduling Guidelines	Monday-Friday between 9 a.m. and 4 p.m.
Tools/Equipment Provided (including Personal Protective Equipment)	Standard office equipment, including a computer, phone and Internet
Optional Tools/Equipment	n/a
Supervisor(s)	Coordinator, Federal Affairs Senior Legislative Specialist, Federal Affairs
Additional Mentor(s)	Faith Williams, PAC and Compliance Manager, HSLF
Number of Concurrent Internship Openings	3-4 in the fall and spring; 5-7 in the summer
Additional Information	
Updated	10.5.2017