



### Humane Society Academy: Outreach and Communications 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>	700 Professional Drive, Gaithersburg, MD 20879
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background and Social Security Number Verification
<b>Focus of the Internship</b>	This intern will learn about <a href="#">Humane Society Academy's</a> (HSA) education and outreach work. Intern will also develop his/her communication, research and writing, and community outreach skills while networking with fellow animal protection professionals and volunteers. This is a unique opportunity to work with some of the nation's leaders in the humane education field.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Knowledge of communication strategy and utilization</li> <li>• Learn about outreach to the education field with a specific focus on humane education</li> <li>• Foster an understanding of animal protection issues</li> </ul>
<b>Orientation/Training</b>	<ul style="list-style-type: none"> <li>• Intern will be given an intern handbook and have access to a handbook covering HSUS policies.</li> <li>• Intern will receive department-specific materials and on-site training specific to the role.</li> <li>• Intern will have a chance to meet with every member of the team (curriculum managers, registrar, and director) to learn about each aspect of the department.</li> <li>• Intern will have access to all archived webinars and non-credit online HSA courses including advocacy and outreach courses and an internal course designed to introduce the organization and our work.</li> </ul>
<b>Intern Responsibilities</b>	<ul style="list-style-type: none"> <li>• Coordinate marketing outreach related to growth of <a href="#">Kind News</a> readership through research and various communication methods (including email, phone and face-to-face modalities); reach out to community organizations, general public and donors with information related to the magazine and its benefits</li> <li>• Collaborate with staff on new ideas, directions, and venues for marketing and communications</li> <li>• Support staff in development of resources for youth and educators through gathering, assessing and organizing educational resources and materials</li> <li>• Assist with customizing, disseminating and organizing HSA and <i>Kind News</i> responses specific to each program</li> <li>• Support HSA staff through other tasks as assigned including updates to ensure accurate and complete information of donor and student accounts</li> <li>• Revise (and possibly create) outreach and/or education materials using HSA methods and messages</li> <li>• Create an updated list of potential <i>Kind News</i> subscribers and their current statuses</li> <li>• Attend and participate in weekly departmental meetings, regular meetings with the intern supervisor, and bi-monthly meetings with the</li> </ul>

	intern mentors
<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 strong communication skills and the ability to use good judgment when working independently</li> <li>Emotional difficulty is level 2; the intern will be exposed to some emotionally-distressing issues at a minimal level</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>Must have completed some college-level coursework; preferred candidates will have completed at least their sophomore year at a college/university or have equivalent experience</li> <li>Customer service-oriented with strong interpersonal skills</li> <li>Strong written and oral communication skills</li> <li>Strong critical thinking, research, editing, reading, problem-solving and time management skills</li> <li>Able to work well independently, show initiative and use good judgment</li> <li>Proficiency in computer usage</li> <li>Experience in/understanding of marketing, communications, training or education fields preferred</li> <li>Retail or public outreach experience a plus</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 HSA, 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 12 weeks
<b>Internship Scheduling Guidelines</b>	Monday-Friday between the hours of 10 am and 4 pm; alternative scheduling may be considered
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	Standard office equipment including a computer and access to the Internet
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	Education and Outreach Manager, Humane Society Academy
<b>Additional Mentor(s)</b>	Director of Learning, Humane Society Academy Manager, Curriculum and Educator Outreach
<b>Number of Concurrent Internship Openings</b>	1
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>The internship offers a daily commuting stipend of \$10.00 for each day the intern commutes to the office, paid on a bi-weekly basis.</li> <li>Intern will be invited to attend any local HSUS events.</li> </ul>
<b>Updated</b>	6.3.2016