



Intern Position Description

Meat Reduction Campaign 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	Montreal, Quebec office
Position Grade	3 ; background check includes Criminal Background and ID Verification
Focus of the Internship	Intern acquires a deeper understanding of meat reduction/humane eating advocacy and how it intersects with the issues of animal welfare, factory farming, environmental issues, human health issues, public outreach, and education.
Learning Opportunities	<ul style="list-style-type: none"> • Develop or strengthen networking, data compilation and outreach skills • Strengthen communication and research skills • Learn about the role of public education in reducing animal cruelty, helping the environment and improving human health • Learn effective approaches to educate the public on the negative impacts of meat consumption • 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, intern will learn how to develop a strong animal protection campaign and gain ideas on how to be most effective as an animal advocate
Orientation/Training	<ul style="list-style-type: none"> • Intern will have access to a handbook covering HSI/Canada policies. • Intern will be given background information about HSI/Canada and will be trained on the particular aspects of the role. Training includes reading relevant articles and scientific white papers on animal welfare and the environmental and human health impacts of consuming meat. Intern will also complete a noncredit, online Humane Society Academy Campaigns course on building an effective campaign. • Throughout the internship, professional staff will discuss goals of our work with intern and explain how intern's tasks contribute to those goals as well as suggest resources for increasing intern's understanding.
Intern Responsibilities	<ul style="list-style-type: none"> • Research schools' contact information and find the appropriate individuals within those schools to approach about Meatless Mondays • Under staff guidance, reach out to schools (primary, middle, and high schools) to ask them to participate in Meatless Mondays • Compile information packets on Meatless Mondays and the benefits of the Three Rs (reduce, refine and replace), and distribute them to schools that join via mail, email or in person, depending on proximity and the schools' requests • Under staff guidance, research articles on the benefits of meat reduction, celebrities who are reducing meat consumption, institutions that have adopted Meatless Mondays, etc., and prepare social media posts • Participate in biweekly HSI/Canada staff meetings

	<ul style="list-style-type: none"> • Develop and assist with new strategies to promote meat reduction in Canada • Complete Humane Society Academy Campaigns course
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 1; the work occurs in an office setting • Mental difficulty is level 3; requires computer proficiency and excellent communication and research skills • Emotional difficulty is level 4; the internship will require learning about issues which are often disturbing and graphic
Expected Environmental Conditions	The office environment is pet-friendly. There may be opportunities to visit local schools; dress for weather.
Qualifications/Requirements for Intern Applicants	<ul style="list-style-type: none"> • Excellent research, reading, and written and oral communication skills • Superb attention to detail • Proficient in Microsoft Word, Excel and Outlook • Strong familiarity with the Internet and online research tools; general knowledge of social media • Possess problem-solving capability • Able to use discretion, keeping in mind the confidential nature of some aspects of the work • Demonstrate flexibility, have a strong work ethic, and have an eagerness to take initiative on a variety of projects • Must be courteous, diplomatic, and maintain a high level of professionalism in attitude and appearance • Able to work independently and use good judgment • Knowledge of and experience with outreach preferred • Preference given to those who have studied a relevant field, which could include animal welfare, environmental studies, human health, public relations, or marketing • Verbally bilingual with strong reading and writing skills in French helpful
Restrictions	<ul style="list-style-type: none"> • Must be between 18 and 30 years of age at the start of the internship • Must have been registered as a full-time post-secondary student prior to the internship and have plans to return to school on a full-time basis in the fall • Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the <i>Immigration and Refugee Protection Act</i> • Must be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations • Must be able to learn and follow guidelines and policies of HSI/Canada and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned
Internship Start Date	July 6, 2015, or as soon as possible thereafter
Internship Time Commitment	20-40 hours/week for up to 6 weeks
Internship Scheduling Guidelines	Monday-Friday between the hours of 9 am and 5pm
Tools/Equipment Provided (including Personal Protective Equipment)	Standard office equipment including a computer and access to a printer and the Internet
Optional Tools/Equipment	n/a

Supervisor(s)	Campaign Manager
Additional Mentor(s)	
Number of Concurrent Internship Openings	1
Additional Information	This internship offers an hourly rate of \$10.55, paid bi-weekly.
Updated	19.5.2015