



**THE HUMANE SOCIETY**  
OF THE UNITED STATES

## Intern Position Description

### Stop Puppy Mills Campaign: Policy 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>	Policy interns learn about our <a href="#">Stop Puppy Mills Campaign</a> and gain experience and knowledge through public policy research and analysis.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"><li>• Intern will gain a deeper understanding of the puppy mill industry and how it intersects with the issues of animal health, animal shelters, responsible breeding practices, pet overpopulation, the broader pet industry, and animal protection legislation</li><li>• Learn how research is gathered and analyzed to track trends and changes in the pet industry and to help us target our public policy efforts</li><li>• Develop a structured mentor/mentee relationship</li><li>• Strengthen research, writing, networking, leadership, data compilation, organizational and time management skills</li><li>• Strengthen knowledge of local and state policy</li><li>• Knowledge of what it takes to run successful national campaigns</li><li>• Ideas on how to be most effective as an animal advocate</li><li>• Learn about The HSUS's major positions, programs, and mission</li><li>• Through completion of the Humane Society Academy Campaigns course and the Puppy Mills course, intern will 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 puppy mill industry as well as what individuals can do to help</li></ul>
<b>Orientation/Training</b>	<ul style="list-style-type: none"><li>• Intern handbook covering HSUS policies, materials regarding department/campaign-specific practices, and on-the-job training</li><li>• Noncredit, online Humane Society Academy Campaigns and Puppy Mills courses</li><li>• Intern will have a chance to meet with various staff to learn about different departments in the organization.</li></ul>
<b>Intern Responsibilities</b>	<ul style="list-style-type: none"><li>• Perform policy research and analysis pertaining to local and state legislation that cracks down on puppy mill cruelty</li><li>• Assist in drafting letters to the editor and opinion-editorial pieces</li><li>• Collect data on puppy mill numbers and violations, pet stores, internet sellers, etc.</li><li>• Provide written reports on progression of projects to supervisor</li><li>• Complete Humane Society Academy Campaigns and Puppy Mills courses</li><li>• Attend monthly Campaigns department meetings, weekly policy and Puppy Mills Campaign meetings, educational presentations and other meetings as scheduled</li><li>• Under guidance of staff, spearhead one independent project that will culminate in a presentation to our department. Project could be to</li></ul>

	<p>research a local or state piece of legislation relevant to the campaign and present findings of whether or not legislation was effective and how to improve legislation.</p> <ul style="list-style-type: none"> <li>• Make phone calls to HSUS members in support of legislation and new public policies as needed</li> <li>• Visit a local animal shelter with staff, if desired</li> <li>• May assist with occasional tabling and outreach events, on-the-ground campaign work or rescues as needed</li> </ul>
<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; most of the work occurs in an office setting, however, there may be an opportunity to assist with on-the-ground campaign work or rescues as needs arise; these special situations involve optional travel and may be level 4 in physical difficulty</li> <li>• Mental difficulty is level 3; proficiency in basic Microsoft Office suite, excellent communication skills and strong research skills are required</li> <li>• Emotional difficulty is level 2; although the work will require learning about puppy mill issues, which can be distressing, the contact with the issues will be superficial</li> </ul>
<b>Expected Environmental Conditions</b>	Pet-friendly office environment. There may be opportunities for optional travel or hands-on assistance; dress for weather.
<b>Qualifications/Requirements for Intern Applicants</b>	<ul style="list-style-type: none"> <li>• Must have completed some college-level coursework; preferred candidates will be pursuing a degree in law or degree in political science or public policy or have experience in a legal or legislative field</li> <li>• Interest in animal protection issues and legal research</li> <li>• Familiarity with online legal research tools</li> <li>• Basic knowledge of local and state policy</li> <li>• Strong work ethic and willingness to learn</li> <li>• Excellent communication skills</li> <li>• Strong research and critical thinking skills</li> <li>• Attentive to detail with a commitment to accuracy</li> <li>• Proficiency in Microsoft Word and Excel</li> <li>• Basic knowledge of puppy mill issues; suggested reading for background information: <a href="http://www.humanesociety.org/puppermills">www.humanesociety.org/puppermills</a> and <a href="http://www.humanesociety.org/puppy">www.humanesociety.org/puppy</a></li> <li>• Able to use discretion, keeping in mind the confidential nature of many aspects of the work</li> <li>• Able to maintain professionalism in attitude and appearance</li> <li>• Able to work well independently and use good judgment</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Must be able to learn and follow guidelines and policies of The HSUS and the Campaigns Department, 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>	16-30 hours per week for 10-12 weeks
<b>Internship Scheduling Guidelines</b>	Monday-Friday between the hours of 9:00 AM and 5:00 PM
<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>	Public Policy Coordinators, Stop Puppy Mills Campaign
<b>Additional Mentor(s)</b>	n/a
<b>Number of Concurrent Internship Openings</b>	1
<b>Additional Information</b>	The internship offers a daily commuting stipend of \$10.00 for each day the intern commutes to the office, paid upon completion of the internship.
<b>Updated</b>	8.4.2016