



**Stop Puppy Mills Campaign: 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>	
<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>	Interns learn about our <a href="#">Stop Puppy Mills Campaign</a> and gain experience and knowledge through research and outreach relating to puppy mill issues.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Interns 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 networking, leadership, data compilation, organizational and time management skills</li> <li>• Gain real-world experience using skills to address issues relating to animal protection</li> <li>• The 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 an internal online Campaigns course and Puppy Mills course, interns 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 Campaigns and Puppy Mills courses</li> </ul>
<b>Intern Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct online research, such as studying online breeder ads, analyzing public kennel inspection reports, and studying news stories about puppy mill busts</li> <li>• Assist in updating HSUS data on Puppy Friendly Pet Stores (stores that do not sell puppies), and/or help with mailing materials to the stores and updating the program's contact lists</li> <li>• Work on various databases and assist with document organization, update and prepare Excel spreadsheets; for example, charts of nationwide puppy mill closures and/or spreadsheets that document the sources of puppies shipped across state lines</li> <li>• Provide written reports on progression of projects to supervisor</li> <li>• Complete online Campaigns and Puppy Mills courses</li> <li>• Attend monthly Campaigns department meetings, educational presentations and other Stop Puppy Mills Campaign meetings as</li> </ul>

	<p>scheduled</p> <ul style="list-style-type: none"> <li>• May assist with occasional tabling and outreach events as needed</li> </ul>
<p><b>Level of Difficulty</b>  <b>1=easy/5=demanding</b>          (physical, mental, emotional)</p>	<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 as well as strong verbal, written, and research skills are required</li> <li>• Emotional difficulty is level 4; the nature of the issues dealt with can be emotionally distressing</li> </ul>
<p><b>Expected Environmental Conditions</b></p>	<p>Pet-friendly office environment. There may be opportunities for optional travel or hands-on assistance; dress for weather.</p>
<p><b>Qualifications/Requirements for Intern Applicants</b></p>	<ul style="list-style-type: none"> <li>• Excellent communication and reading skills</li> <li>• Eagerness to learn about puppy mills and related issues</li> <li>• Attentive to detail with a commitment to accuracy</li> <li>• Must have the capacity to cope with emotional situations of animal abuse</li> <li>• Proficiency in Microsoft Office suite (Outlook, Word, and Excel), strong familiarity with the Internet and online research tools, and general knowledge of social media</li> <li>• Possess problem-solving capability and ability to think creatively, in a solution-oriented way</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>• Demonstrate flexibility and enthusiasm to take initiative on a variety of projects</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> <li>• Experience working with rescued dogs and/or knowledge of veterinary issues affecting canines is a plus, but not required</li> </ul>
<p><b>Restrictions</b></p>	<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>
<p><b>Internship Start Date</b></p>	<p>Flexible</p>
<p><b>Internship Time Commitment</b></p>	<p>30 hours per week for approximately 12 weeks; a reduced schedule would be considered</p>
<p><b>Internship Scheduling Guidelines</b></p>	<p>Monday-Friday between the hours of 10:00 AM and 4:00 PM</p>
<p><b>Tools/Equipment Provided (including Personal Protective Equipment)</b></p>	<p>Standard office equipment including a computer and access to the Internet</p>
<p><b>Optional Tools/Equipment</b></p>	<p>n/a</p>
<p><b>Supervisor(s)</b></p>	<p>Outreach &amp; Research Director, Stop Puppy Mills Campaign</p>
<p><b>Additional Mentor(s)</b></p>	
<p><b>Number of Concurrent Internship Openings</b></p>	<p>1-2</p>

<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>	8.15.2017