



State Affairs Department 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	Remote, usually in cities where State Directors are located
Position Grade	3 ; background check includes Criminal Background and Social Security Number Verification
Focus of the Internship	To gain experience and knowledge of animal protection issues and policy at the national and state level in the State Affairs Department while assisting the State Director in carrying out national and state agenda items and priorities within the state.
Learning Opportunities	<ul style="list-style-type: none"> • Strengthen networking and communication skills, as well as time management and organizational skills • Gain leadership experience and effective communication skills • Foster a deeper understanding of numerous animal protection issues • Improve writing, research, data compilation, and editing abilities • Practice time management skills such as how to prioritize assignments and multi-task • Learn how to be most effective as an animal advocate • Learn and demonstrate a familiarity with HSUS' major campaigns and mission and the ability to understand HSUS' policies and positions
Orientation/Training	<ul style="list-style-type: none"> • Intern handbook covering HSUS policies, materials regarding State Affairs department-specific practices, and initial/on-going training
Intern Responsibilities	<ul style="list-style-type: none"> • Help the State Director advance state and legislative priorities • Build contacts with activist coalitions and animal welfare groups in the state, work with grassroots supporters • Help implement campaigns, as dictated by each state such as the Puppy Friendly Pet Stores Initiative and the No Battery Eggs Campaign • Assist with state and local legislation through lobbying, letter writing, outreach, etc. • Outreach to animal shelters within the state to assist with relationship building and develop contact list • Assist with Humane Lobby Day and Humane 101's throughout the state • Table at various events to promote The HSUS • Participate in phone banking, which comprises of utilizing a prescribed phone list and script to make phone calls to the public and HSUS members regarding animal protection issues • Online research and commentary, letter writing (letters to the editor, writing to local businesses, etc.), and working with social media • Assist with administrative tasks such as updating and preparing Excel spreadsheets, database entry (such as creating master list of all the shelters/humane societies/animal control throughout the state), assistance with mailings, events-submission to online calendars and weekly newspapers, etc. • Provide written reports on progression of work

	<ul style="list-style-type: none"> • Complete and submit Volunteer Lobbying Reporting form as requested by supervisor
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 2; it can be in an office-type setting but it also could be out in the field (ex. outreach or signature-gathering) • Mental difficulty is level 3; proficiency in basic database-entry, verbal, written, and research skills are required • Emotional difficulty is level 3; some of the nature of the issues dealt with can be emotionally difficult
Expected Environmental Conditions	Office work and possible field work
Qualifications/Requirements for Intern Applicants	<ul style="list-style-type: none"> • Must exhibit strong reading, writing, critical thinking, research, attention to detail, and editing skills • Eagerness to learn about a variety of animal protection issues • Ability to effectively communicate verbally and possess problem-solving capability, exhibit good judgment when communicating and be a quick learner • Proficiency in Microsoft Office suite and database-entry • Demonstrate flexibility and show initiative on a variety of projects; strong work ethic • General knowledge of social media • Able to think creatively, in a solution-oriented way • Display enthusiasm and strategic thinking to help shape the program • Willingness to learn from and work closely with the State Director on various campaigns and issues • Eagerness to work independently and take direction from State Director; update State Director on activities in a timely manner • Ability to use discretion, keeping in mind the confidential nature of some aspects of the work • Ability to work well as a member of a team, with a high level of accountability and integrity • Ability to tactfully deal with challenging questions or opposing viewpoints from the public • Maintain professionalism in attitude and appearance • Ability to work with low levels of direct supervision
Restrictions	<ul style="list-style-type: none"> • Must currently be attending college or have at least a bachelor's degree • Must have access to a computer with Microsoft Word and internet access • Must be able to learn and follow guidelines and policies of The HSUS and State Affairs Department, and follow directions given by staff • Must complete and submit Volunteer Lobbying Reporting form as requested by supervisor • Must submit the required paperwork and pass a background check before being assigned
Internship Start Date	Flexible
Internship Time Commitment	Interns may work full-time or part-time and can arrange to receive course credit. Commitment of time is 10-32 hours per week for 10-12 weeks.
Internship Scheduling Guidelines	Flexible; interns will work out a schedule with State Director
Tools/Equipment Provided (including Personal Protective	n/a

Equipment)	
Optional Tools/Equipment	n/a
Supervisor(s)	State Director
Additional Mentor(s)	
Number of Concurrent Internship Openings	Varies by state
Additional Information	
Updated	8/28/2013