



### State Affairs (Headquarters) Department 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, Motor Vehicle Record and Social Security Address Report, and National Sex Offender Registry
<b>Focus of the Internship</b>	Interns will gain experience with the legislative process by assisting with The HSUS' national and state priority animal protection legislation. Interns will foster a deeper understanding of numerous animal protection issues and will gain knowledge on various state legislative agendas and animal protection bills.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Develop a structured mentor/mentee relationship, strengthen networking and effective communication skills</li> <li>• Gain knowledge on various state legislative agendas and animal protection bills</li> <li>• Foster a deeper understanding of numerous animal protection issues, the legislative process, and the work at The HSUS while receiving job training and an educational experience</li> <li>• Improve writing, research, data compilation, and editing abilities</li> <li>• Gain leadership experience and learn how to be most effective as an animal advocate</li> <li>• Practice time management skills such as how to prioritize assignments and multi-task</li> <li>• Learn and demonstrate a familiarity with HSUS' major campaigns and mission and the ability to understand HSUS' policies and positions</li> </ul>
<b>Orientation/Training</b>	<ul style="list-style-type: none"> <li>• Intern handbook covering HSUS policies, materials regarding State Affairs department-specific practices, and initial/on-going training for specific projects, such as how to get the RSVP lists and how to properly make calls to legislators' office and HSUS members</li> </ul>
<b>Intern Responsibilities</b>	<ul style="list-style-type: none"> <li>• Help the State Affairs department advance state and local legislative priorities</li> <li>• Assist with Humane Lobby Day (HLD): assist the State Affairs department and various state directors with the planning, execution, and follow up for Humane Lobby Day; help create HLD RSVP lists and merge database files and Word files to create documents for HLD, contact legislative offices, help set appointments, follow up on appointments, assist with the creation and copying of fact sheets, create other written materials needed for HLD</li> <li>• Build contacts with activist coalitions and animal welfare groups in the state, work with grassroots supporters</li> <li>• Grassroots mobilizing on key legislative initiatives</li> <li>• Help implement campaigns, as dictated by various states such as the Puppy Friendly Pet Stores Initiative and the No Battery Eggs Campaign</li> <li>• Assist with state and local legislation through lobbying, letter writing, outreach, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Outreach to animal shelters within the state to assist with relationship building and develop contact list</li> <li>• Possible help with preparation for Humane 101's in various states, such as securing venues</li> <li>• Table at various events to promote The HSUS</li> <li>• Participate in phone banking, which comprises of utilizing a prescribed phone list and script to make phone calls to HSUS members regarding animal protection issues</li> <li>• Online research projects on state legislations, campaigns, state rankings, online commentary, letter writing (letters to the editor, writing to local businesses, etc.), and working with social media</li> <li>• 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.</li> <li>• Provide written reports on progression of work to supervisor</li> <li>• Complete and submit Volunteer Lobbying Reporting form as requested by supervisor</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; the majority of the work occurs in an office setting</li> <li>• Mental difficulty is level 3; requires researching and synthesizing information, strong communication skills, proficiency in basic data-entry, written and research skills</li> <li>• Emotional difficulty is level 3; the nature of some of the issues State Affairs deals with can be emotionally difficult</li> </ul>
<p><b>Expected Environmental Conditions</b></p>	<p>Pet-friendly office environment and possible field work, including travel to MD and VA state capitals to shadow VA and MD State Directors and attend VA and MD Humane Lobby Days</p>
<p><b>Qualifications/Requirements for Intern Applicants</b></p>	<ul style="list-style-type: none"> <li>• Must exhibit strong reading, writing, critical thinking, research, and communication skills</li> <li>• Eagerness to learn about a variety of animal protection issues</li> <li>• Strong attention to detail and a commitment to accuracy</li> <li>• Ability to work well as a member of a team, as well as independently, with a high level of accountability and integrity</li> <li>• Proficiency in computer skills such as Microsoft Office suite and database-entry; general knowledge of social media</li> <li>• Strong time management and organizational skills</li> <li>• Demonstrate flexibility to adapt to changing priorities and show initiative on a variety of projects</li> <li>• Ability to think creatively, in a solution-oriented manner</li> <li>• Willingness to learn from and work closely with State Affairs staff on various campaigns and issues</li> <li>• Provide update to supervisor on progress of activities in a timely manner</li> <li>• Ability to use discretion, keeping in mind the confidential nature of some aspects of the work</li> <li>• Must be comfortable with phone banking</li> <li>• Able to communicate with a variety of people effectively and without judgment or making negative remarks</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain professionalism in attitude and appearance, must have excellent phone manners</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Must currently be attending college or have at minimum a bachelor's degree</li> <li>• Must be able to learn and follow all guidelines and policies of The HSUS and State Affairs 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>	January 2013
<b>Internship Time Commitment</b>	Interns are expected to commit to 32 hours per week for approximately 12 weeks; a reduced schedule with a minimum time commitment of 15 hours per week for approximately 10–12 weeks would be considered.
<b>Internship Scheduling Guidelines</b>	Flexible; interns will work out a schedule with supervisor but suggested times are 10:00 AM–4:00 PM or 9:00 AM–3:00 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>	Director, State Affairs
<b>Additional Mentor(s)</b>	Director, State Grassroots Campaigns
<b>Number of Concurrent Internship Openings</b>	2-3 individuals
<b>Additional Information</b>	Interns may arrange to receive course credit.
<b>Updated</b>	10.19.2012