



State Affairs Department Legislative 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	700 Professional Drive, Gaithersburg, MD 20879 or remote
Position Grade	3 ; background check includes Criminal Background, Motor Vehicle Record and Social Security Address Report, and National Sex Offender Registry
Focus of the Internship	Intern acquires a deeper understanding of animal protection issues and gain experience and knowledge of the legislative process through legal research in the State Affairs department of The Humane Society of the United States.
Learning Opportunities	<ul style="list-style-type: none"> • Learn in-depth about state legislation • Develop a structured mentor/mentee relationship and strengthen interpersonal and effective communication skills • Improve research and writing abilities • Gain valuable exposure to various state legislative agendas and animal protection legislation • 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 • Foster an understanding of animal protection issues • Learn about The HSUS' major campaigns, programs, and mission
Orientation/Training	Intern will be given an intern handbook and have access to a handbook covering HSUS policies. Intern will receive department-specific materials and initial/on-site training on specific issues, projects, and legislative priorities.
Intern Responsibilities	<ul style="list-style-type: none"> • Research state statutes and regulations on various animal protection issues • Create state law charts (i.e. looking through each state's criminal/wildlife/animal health, etc. codes to determine what the state law is on a specific issue; for example, which states ban bear baiting) • Possible online research projects regarding state legislation, campaigns, state rankings, online commentary, letter writing (letters to the editor, writing to local businesses, etc.), and working with social media • Regularly meet with supervisor for training and to discuss weekly learning goals and progress • Attend each educational event offered during the internship, if possible • Assist with Taking Action for Animals Conference (TAFA) and other events, helping as needed • Provide written reports on progression of work to supervisor • 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 1; the majority of the work occurs in an office setting • Mental difficulty is level 3; requires research skills, synthesizing information, and meticulous attention to detail; requires the ability to use

	<p>good judgment when working independently</p> <ul style="list-style-type: none"> Emotional difficulty is level 2; the nature of some of the issues dealt with can be emotionally difficult; the intern will be exposed to some emotionally-distressing issues at a minimal level
Expected Environmental Conditions	Pet-friendly office environment and possible field work
Qualifications/Requirements for Intern Applicants	<ul style="list-style-type: none"> Must be well-knowledgeable of and thoroughly experienced with Lexis or Westlaw research systems Must have strong internet research skills, proficiency in Microsoft Office suite, and the ability to perform legal research Eagerness to learn about a variety of animal protection issues Must possess critical thinking skills and problem-solving capability Ability to adapt to changing priorities and be a quick learner Demonstrate flexibility and show initiative on a variety of projects; strong work ethic Strong communication, interpersonal and organization skills The ability to maintain enthusiasm and willingness to take initiative Eagerness to learn from and work closely with State Affairs staff on various campaigns and issues Exhibit good judgment and the ability to use discretion and work well independently; take direction from State Affairs staff and provide updates on activities in a timely manner Ability to use discretion, keeping in mind the confidential nature of some aspects of the work
Restrictions	<ul style="list-style-type: none"> Must currently be attending law school or have at minimum one year of law school Must be able to learn and follow guidelines and policies of The HSUS and State Affairs department, and follow directions given by staff Must submit the required paperwork and pass a background check before being assigned
Internship Start Date	Fall 2013/Winter and Spring 2014; ongoing
Internship Time Commitment	Interns may work full-time or part-time and can arrange to receive course credit. If full-time, interns must commit to 32 hours per week. The minimum commitment of time is 15 hours per week and the typical length of the internship is 10–12 weeks.
Internship Scheduling Guidelines	Monday-Friday between the hours of 9:00 AM and 5:30 PM; intern will work out a schedule with supervisor
Tools/Equipment Provided (including Personal Protective Equipment)	Standard office equipment including a computer and access to the internet
Optional Tools/Equipment	n/a
Supervisor(s)	Director, State Legislation, State Affairs
Additional Mentor(s)	
Number of Concurrent Internship Openings	1
Additional Information	Intern may receive school credit, depending upon university requirements.
Updated	10.25.2013