



**HUMANE SOCIETY**  
INTERNATIONAL

## Intern Position Description

### Wildlife Conservation 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>	Gaithersburg, MD office
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background and Social Security Address Report
<b>Focus of the Internship</b>	Introduce intern to United States and international policy (i.e. laws addressing animal welfare and wildlife trade), and to the animal protection and environmental protection fields.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"><li>• Develop or strengthen research, drafting and lobbying skills</li><li>• Learn about wildlife policy and policy-making in the U.S. and abroad</li><li>• Learn about wildlife, threats and conservation</li><li>• Network with other animal protection and wildlife conservation groups</li></ul>
<b>Orientation/Training</b>	<ul style="list-style-type: none"><li>• Interns will be given background information about HSI.</li><li>• Interns will be trained on the particular aspects of their role.</li><li>• Throughout the internship, professional staff will discuss goals of our work with intern and explain how intern's tasks contribute to those goals as well as suggest resources for increasing intern's understanding.</li></ul>
<b>Intern Responsibilities</b>	<ul style="list-style-type: none"><li>• Research and draft reports and other materials pertaining to wildlife conservation and trade to support HSI's conservation efforts</li><li>• Under guidance of staff, spearhead at least one independent project that will culminate in a presentation to our department</li><li>• Attend and participate in internal and NGO conservation strategy meetings relevant to project, including possibly setting up and leading internal HSUS/HSI meetings</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; the work occurs in an office setting</li><li>• Mental difficulty is level 4; requires computer proficiency, excellent communication skills, and finding and synthesizing information</li><li>• Emotional difficulty is level 2; the intern will be exposed to some emotionally-distressing issues at a minimal level</li></ul>
<b>Expected Environmental Conditions</b>	Pet-friendly office environment
<b>Qualifications/Requirements for Intern Applicants</b>	<ul style="list-style-type: none"><li>• Familiarity with and interest in wildlife conservation and/or biology</li><li>• Strong writing and internet research skills</li><li>• Proficiency in Microsoft Excel, Word, and some experience with PowerPoint helpful</li><li>• Able to learn and demonstrate familiarity with HSI Wildlife's and The HSUS's major campaigns, programs, positions, and missions</li></ul>
<b>Restrictions</b>	<ul style="list-style-type: none"><li>• Must have completed some university-level coursework in related fields</li><li>• Must be able to learn and follow guidelines and policies of The HSUS 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/week for 10-12 weeks (flexible based on intern's availability)
<b>Internship Scheduling Guidelines</b>	Monday-Friday between the hours of 9 am and 5 pm
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	Standard office equipment including a computer and access to a printer and the Internet
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	Varies depending on independent project(s)
<b>Additional Mentor(s)</b>	Program Assistant
<b>Number of Concurrent Internship Openings</b>	1-2
<b>Additional Information</b>	
<b>Updated</b>	9.2.2015