



Wildlife Protection: Wildlife Policy 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
Position Grade	3 ; background check includes Criminal Background and Social Security Number Verification
Focus of the Internship	Introduce intern to state and federal wildlife protection policy (i.e. laws and regulations addressing wildlife), and to the animal protection and environmental protection fields.
Learning Opportunities	<ul style="list-style-type: none"> • Develop and strengthen research, drafting, community outreach and lobbying skills • Learn about wildlife policy and policy-making in the U.S. • Learn about threats to wildlife and efforts to protect wildlife • Become an effective animal advocate and gain campaigning skills • Network with fellow animal and wildlife protection advocates • Learn about the Wildlife Protection department and The HSUS's major positions, programs and missions
Orientation/Training	<ul style="list-style-type: none"> • Intern will be given an intern handbook and have access to a handbook covering HSUS policies. • Intern will be given background information about The HSUS and be trained on the particular aspects of the role. • 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.
Intern Responsibilities	<ul style="list-style-type: none"> • Read and keep abreast of wildlife-related media and educational materials • Research, compile and draft campaign materials such as reports, factsheets, letters to governmental bodies, letters-to-the-editor, or nationwide research studies on laws or scientific data • Support legislation and/or ballot initiative campaigns through phone-banking, canvassing (optional), or other activities as needed • Attend and participate in staff meetings • Provide weekly updates on work progress • [Optional] Complete a non-credit online Campaigns course on building an effective campaign • [Optional] Under guidance of staff, spearhead at least one independent project of your choice
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 2; the work occurs in an office setting; there may be optional opportunities to assist with on-the-ground campaign work which involves travel, working outside, and standing for long periods of time • Mental difficulty is level 3; requires computer and research skills, strong communication skills and the ability to work independently and use good judgment

	<ul style="list-style-type: none"> Emotional difficulty is level 3; the work will require learning about the wildlife abuse issues and potentially viewing footage of abuse
Expected Environmental Conditions	Pet-friendly office environment. There may be opportunities for optional travel; dress for weather.
Qualifications/Requirements for Intern Applicants	<ul style="list-style-type: none"> Superior written and oral communication skills, as well as strong critical thinking skills Strong research, editing, reading, problem-solving, and time management skills Able to adapt quickly to changing priorities Able to use discretion and good judgment, keeping in mind the confidential nature of some aspects of the work Able to work independently and on a team Proficiency in Microsoft Excel and Word Must be courteous, diplomatic, and maintain a high level of professionalism in attitude and appearance Some knowledge of wildlife, conservation and animal protection issues preferred
Restrictions	<ul style="list-style-type: none"> Must have completed some university-level coursework Must be able to learn and follow guidelines and policies of The HSUS and follow directions given by staff Must submit the required paperwork and pass a background check before being assigned
Internship Start Date	Flexible
Internship Time Commitment	16-30 hours per week for 10-12 weeks (flexible based on intern's availability)
Internship Scheduling Guidelines	Monday-Friday between the hours of 9 a.m. and 5 p.m.; evening or weekend hours may be involved if canvassing
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)	Varies depending on team assignment and on independent project(s)
Additional Mentor(s)	Wildlife Protection Manager
Number of Concurrent Internship Openings	1-2
Additional Information	<ul style="list-style-type: none"> This is a unique opportunity to work with some of the nation's leaders in the wildlife protection field. The internship offers a daily commuting stipend of \$10.00 for each day the intern commutes to the office, paid on a monthly basis.
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