



Wildlife Protection Volunteer

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Work Location	Remote or Gaithersburg Office (700 Professional Drive, Gaithersburg, MD 20879)
Position Grade	3 ; background check includes Criminal Background and Social Security Number Verification
Purpose of the Position	Assist the Wildlife Protection department by providing research, writing, grassroots support and administrative support.
Volunteer Responsibilities	<ul style="list-style-type: none"> • Assist with general administrative tasks such as data entry and filing • Provide research support on a variety of projects and campaigns • Gather and track data, including specific species population and mortality data from wildlife agencies • Draft letters to the editor and op-eds on a variety of topics • Draft factsheets, talking points, and other campaign support materials • Help with legislative outreach, such as calling legislative offices in support or opposition of bills, and drafting phone scripts and other outreach materials
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 1; the work occurs in a home or office setting • Mental difficulty is level 3; requires computer proficiency, the ability to work without direct supervision and use good judgment, and learning/applying The HSUS's position on various wildlife-related topics • Emotional difficulty is level 3; volunteer may be exposed to stories and images of animal cruelty
Expected Environmental Conditions	Home or pet-friendly office environment
How Often Volunteers Work On-site	Work is performed on-site in the Gaithersburg, Md. office or may be done remotely.
Orientation/Training	Volunteer will receive an orientation on the department and the role. There will be ongoing training on additional duties as they arise.
Learning Opportunities	<ul style="list-style-type: none"> • Develop or strengthen communication, research and computer skills • Learn about the Wildlife Protection department and The HSUS's major positions, programs and mission • Gain a better understanding of wildlife-related issues
Position Start Date	Flexible
Initial Minimum Commitment	Approximately three hours per week for three months
Scheduling Guidelines	Work hours are flexible; preferred work hours are on Tuesdays, Wednesdays or Thursdays between 10 am-5:30 pm (EST).
Qualifications/Requirements for Volunteer Applicants	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Basic computer skills, including Microsoft Excel • Able to effectively use online search tools • Willingness to call and email wildlife agency and legislative staff • Able to remain calm and professional • Excellent attention to detail and organizational skills

	<ul style="list-style-type: none"> • Able to work well independently, maintain focus and meet deadlines • Willing to ask for help when needed • Dedicated to wildlife protection and The HSUS's mission
Restrictions	<ul style="list-style-type: none"> • Remote volunteer must have access to a telephone, computer with Microsoft Excel, and access to the Internet; calls are non-reimbursable • Must be at least 18 years of age • Must be able to learn and follow guidelines and policies of The HSUS and Wildlife Protection department, and follow instructions given by staff • Must submit the required paperwork and pass a background check
Tools/Equipment Provided (including Personal Protective Equipment)	On-site volunteer will be provided standard office equipment including a telephone, computer and access to the Internet.
Optional Tools/Equipment	n/a
Supervisor(s)	Wildlife Protection Manager
Number of Concurrent Volunteer Openings	1 individual volunteer
Additional Information	The Wildlife Protection volunteer will gain hands on experience working with a dedicated team to combat the most egregious treatment and abuse confronting wild animals – both in the wild and in captivity. Our team works to help our nation's wildlife whether they are native carnivores, endangered and threatened species, or our urban wild neighbors. The volunteer will have the opportunity to support lasting change for wildlife throughout the U.S.
Updated	10.4.2017