



Federal Affairs: Legislative Intern

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
Internship Location	1255 23 rd Street NW, Suite 455, Washington, DC 20037
Position Grade	3 ; background check includes Criminal Background and Social Security Number Verification
Focus of the Internship	To foster an understanding of numerous animal protection issues, the legislative process, and the work produced by Humane Society Legislative Fund (HSLF) while receiving job training and an educational experience. Issues include puppy mills, horse soring, horse slaughter, exotic animals, marine mammals, endangered and threatened wildlife, animals used in research, and non-animal research alternatives.
Learning Opportunities	<ul style="list-style-type: none"> • Hone research and writing skills. • Strengthen communication and networking skills. • Gain understanding of the federal legislative process and current laws and policies as they relate to animals. • Practice time management skills while prioritizing multiple assignments. • Develop grassroots advocacy experience.
Orientation/Training	Interns will be given an intern handbook covering HSLF policies. Interns will receive organization-specific materials and on-site training specific to the role, as well as numerous presentations about HSLF. Interns will have the opportunity to meet with HSLF and affiliate staff members to learn about their work, and to attend pertinent HSLF meetings and educational presentations.
Intern Responsibilities	<ul style="list-style-type: none"> • Conduct non-legal research and writing. • Attend (in person or remotely) hearings, briefings, and meetings on Capitol Hill as required, and prepare reports for staff. • Assist staff in mobilizing membership on key legislative initiatives. • Assist staff in tracking legislation. • Assist with administrative tasks such as updating and preparing Excel spreadsheets, proofreading, assembling folders for lobby visits, preparing mailings, etc.
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 3; the work occurs normally in an office setting, but involves occasional trips to Capitol Hill to help staff events or deliver large quantities of invitations, flyers, or small awards, which requires the ability to carry several bags; load/unload a vehicle; walk the length of several office buildings in a day; and assist with the physical setup of an event space (which could involve lifting an estimated 15 lbs). • Mental difficulty is level 4; requires researching and synthesizing information, strong communication skills, proficiency in written and research skills, and the ability to read and understand academic and political material. • Emotional difficulty is level 3; intern may be involved in researching issues that are emotionally distressing, such as animal cruelty, and in speaking with callers over their concerns.

Expected Environmental Conditions	Pet-friendly office environment. There are occasional opportunities for travel to Capitol Hill if there are relevant events or deliver items.
Qualifications/Requirements for Intern Applicants	<ul style="list-style-type: none"> • Strong written and oral communication skills. • Superior research skills and ability to read and understand academic material. • Proficiency in Microsoft Outlook, Word, PowerPoint, and Excel, strong familiarity with the Internet and online research tools, and basic knowledge of social media. • Attention to detail and commitment to accuracy. • Basic knowledge of Humane Society Legislative Fund; ability to learn and demonstrate familiarity with HSLF's major campaigns, positions, and mission. • Flexibility and an eagerness to take initiative on a variety of projects. • Ability to use discretion, keeping in mind the confidential nature of some aspects of the work. • Strong interest in animal protection issues and legislative research as well as basic knowledge of the legislative process. • Strong interpersonal skills and the ability to maintain professionalism in attitude and appearance on the telephone and in person with staff, legislative offices we work with, and members of the public.
Restrictions	<ul style="list-style-type: none"> • Must either be currently enrolled in college or graduate school, or have attained a bachelor's degree. • Must be able to learn and follow all guidelines and policies of HSLF and the Federal Affairs Department 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	The preferred time commitment is 40 hours per week for 12 weeks (full-time). Part-time schedules are considered, but priority consideration is given to those who can commit to a full-time schedule.
Internship Scheduling Guidelines	Monday-Friday between the hours of 9 a.m. and 5 p.m., with possible flexibility.
Tools/Equipment Provided (including Personal Protective Equipment)	Standard office equipment, including a computer, phone and Internet.
Optional Tools/Equipment	n/a
Supervisor(s)	Legislative Specialist Senior Coordinator, Federal Affairs
Additional Mentor(s)	n/a
Number of Concurrent Internship Openings	3-4
Additional Information	While this position is unpaid, a metro card will be issued and refilled by your supervisors as needed for travel to and from the office. Out-of-pocket expenses related to the internship will be reimbursed, with prior approval by supervisors.
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