



Political 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	Interns learn about Humane Society Legislative Fund (HSLF)'s work passing animal protection laws at the federal and state level, gaining valuable political experience involving voter outreach; administration of Political Action Committee (PAC) activity; supporting humane candidates for office; and educating the public about animal protection issues.
Learning Opportunities	<ul style="list-style-type: none"> • Gain knowledge and develop a deeper understanding of political activity, the legislative process, advocacy, donor relations, PAC work, and current laws and policies as they relate to animal protection. • Experience first-hand how a social advocacy organization operates, as a valued member of the office. • Learn about lobbying and political activity through the daily operations of a 501(c)(4) social welfare organization. • Strengthen communication, research, organizational, critical thinking and networking skills. • Foster an understanding of animal protection issues and how to become a more effective animal advocate. • Learn about HSLF's major campaigns and mission.
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"> • Research legislation and political races, including political candidates' legislative records and animal advocacy background, using websites such as Bloomberg Government and The Cook Political Report. • Assist with data compilation. • Help develop the Humane Scorecard by keeping track of sponsors/co-sponsors and recording votes based on U.S. House and Senate roll call votes. • Respond to member inquiries regarding the priority legislation of HSLF and the Humane Society of the United States, HSLF's operations as a 501(c)(4), and other miscellaneous inquiries regarding animal welfare issues. • Assist with political activity including the compilation and review of direct mail, action alerts, and press releases during election seasons. • Aid in conducting voter outreach in support of animal protection legislation at the state and federal level.

	<ul style="list-style-type: none"> • Attend occasional congressional briefings on animal protection issues and related educational opportunities. • Aid in event planning and attend events when they coincide with the internship; i.e. assist with Taking Action for Animals (TAFA) and Humane Lobby Day, including tabling, and various other aspects of conference planning as needed; during the spring session, interns will help with our annual congressional Humane Awards, which recognizes humane legislators at the U.S. Capitol.
<p>Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)</p>	<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; interns may be involved in researching issues that are emotionally distressing, such as animal cruelty, and in speaking with callers over their concerns.
<p>Expected Environmental Conditions</p>	<p>Pet-friendly office environment. There are occasional opportunities for travel to Capitol Hill to attend relevant events or deliver items.</p>
<p>Qualifications/Requirements for Intern Applicants</p>	<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 political research as well as knowledge of government and politics. • 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. • Ability to work well independently and to use good judgment. • No specific academic major is required; however, an academic background in political science, law, or public policy is helpful.
<p>Restrictions</p>	<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 the HSLF and follow directions given by staff.

	<ul style="list-style-type: none"> • 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 and access to the Internet.
Optional Tools/Equipment	n/a
Supervisor(s)	Compliance & Volunteer Coordinator, HSLF Senior Coordinator, Federal Affairs
Additional Mentor(s)	n/a
Number of Concurrent Internship Openings	1-2
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.
Updated	9.11.19