



Wildlife Protection 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	Remote
Background Check	Background check includes Criminal Background and Social Security Number Verification.
Focus of the Internship	Introduce intern to United States state and federal wildlife protection policy (i.e. laws and regulations addressing wildlife), and to the animal protection and environmental protection fields. Intern will learn about and develop the skills and tools necessary to effectively advocate for wild animals through outreach, education, and policy.
Learning Opportunities	<ul style="list-style-type: none"> • Develop and strengthen research, writing, community outreach, and lobbying skills. • Learn about wildlife policy and policy-making in the United States. • Learn about threats to wildlife and efforts to protect wildlife. • Become an effective policy-change advocate and gain campaigning skills. • Network with fellow animal and wildlife protection professionals. • 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 background information about the HSUS and will be trained on some aspects of policy-change advocacy. • 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 draft wildlife-related media and educational materials. • Research, compile, and draft campaign materials such as reports, memos, factsheets, letters to governmental bodies, letters-to-the-editor, social media materials, or gather information and create a database on laws or biological or social science data. • Analyze and draft informational documents relating to data, public records, and policies. • Support legislation, regulation, and/or ballot initiative campaigns through phonebanking, canvassing (optional), or other activities as needed. • Attend and participate in staff meetings. • Provide weekly updates on work progress. • Complete a non-credit online Campaigns course on building an effective campaign.
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 2; internship occurs in a home office setting; there may be optional opportunities to assist with on-the-ground

	<p>campaign work which involves travel, working outside, and standing for long periods of time.</p> <ul style="list-style-type: none"> • Mental difficulty is level 3; requires computer and research skills, strong communication skills and the ability to work independently and use good judgment. • Emotional difficulty is level 3; the work will require learning about the wildlife abuse issues and potentially viewing footage of abuse.
Expected Environmental Conditions	Indoors/home office environment. There may be opportunities for optional travel; dress for weather.
Qualifications/Requirements for Intern Applicants	<ul style="list-style-type: none"> • Desire to learn about wildlife protection advocacy in the United States • Superior written and oral communication skills, as well as strong critical thinking skills • Strong research, writing, 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 • 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 have access to a computer with Microsoft Office and access to the Internet. • 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	20-30 hours per week for 10-12 weeks
Internship Scheduling Guidelines	Monday-Friday between the hours of 9 a.m. and 6 p.m. Eastern; evening or weekend hours may be involved if canvassing.
Tools/Equipment Provided (including Personal Protective Equipment)	n/a
Optional Tools/Equipment	n/a
Supervisor(s)	Wildlife Protection Program Managers
Additional Mentor(s)	n/a
Number of Concurrent Internship Openings	2-3
Additional Information	This role is a unique opportunity to work with some of the nation's leaders in the wildlife protection field.
Updated	11.2.2021