# Intern Position Description

## Farm Animal Protection Campaign: The McGrath Public Policy Intern

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

<table>
<thead>
<tr>
<th>Internship Location</th>
<th>700 Professional Drive, Gaithersburg, MD 20879</th>
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<tbody>
<tr>
<td>Position Grade</td>
<td>3; background check includes Criminal Background and Social Security Number Verification</td>
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<tr>
<td>Focus of the Internship</td>
<td>Public Policy interns will learn about our Farm Animal Protection Campaign and gain practical experience and knowledge through hands on advocacy about public policy and legislation.</td>
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| Learning Opportunities      | • Learn about effective approaches to further progress for farm animals through public policy and legislation  
• Gain a deeper understanding of farm animal protection advocacy and learn how it intersects with the issues of public policy, sustainable farming practices, animal welfare, factory farming, humane eating, animal agricultural industry, and animal protection legislation  
• Have the opportunity to develop experience in the field of animal protection while addressing real-world issues relating to farm animals  
• Strengthen critical thinking, public speaking, and leadership skills through practice media interviews, attending committee hearings, and presenting  
• Study the legislative system and develop writing, strategic planning, and advocacy skills  
• Strengthen networking, data compilation, effective communication, research, and coalition building skills  
• Develop a structured mentor/mentee relationship  
• Practice organizational and time management skills such as how to prioritize assignments and multi-task  
• Understand how to work in a team environment to make progress for farm animals  
• Learn about the Farm Animal Protection Campaign and The HSUS’s major positions, campaigns, and missions  
• Through completion of an internal online Campaigns course, interns will learn the key steps of developing a strong animal protection campaign, gain new ideas on how to be most effective as an animal advocate, and gain a greater understanding of the animal agricultural industry as well as what individuals can do to help |
| Orientation/Training        | • Intern handbook covering HSUS policies, materials regarding department/campaign-specific practices, and ongoing on-the-job training  
• Noncredit, online Campaigns course on building an effective campaign |
| Intern Responsibilities     | • Prepare documents, such as fact sheets, for legislative committees and stakeholders  
• Perform research for legislation and public policy priorities; gather, analyze, and organize findings  
• Track and report on pending farm animal welfare legislation using the state legislature websites to monitor the progress of bills |
- Make phone calls to HSUS members in support of legislation and new public policies
- Canvass voters (for policy purposes, not fundraising)
- Read relevant articles and scientific white papers to gain knowledge of effective advocacy and the issues affecting farm animals across the country such as battery cages, tail cutting, veal and gestation crates
- Assist in drafting letters to the editor and opinion-editorial pieces
- Provide weekly progress reports to supervisor on assigned projects
- Conduct research, provide outreach, and build support for state legislation
- Complete online Campaigns course
- Participate in a weekly one-on-one 15 minute appointment with supervisor to ensure that interns have the opportunity to discuss any thoughts, ideas, or concerns; the meeting will help foster a strong mentor/mentee relationship as well as provide the supervisor with the opportunity to better tailor the internship to the interns’ particular needs
- Attend monthly Campaigns department meetings, educational presentations, and other Farm Animal Protection Campaign meetings as scheduled

**Level of Difficulty**

1=easy/5=demanding
(physical, mental, emotional)

- Physical difficulty is level 2; most work occurs in an office setting; sometimes walking (for canvassing) is needed. Physical limitations can be accommodated.
- Mental difficulty is level 3; strong communication and critical thinking skills are required to synthesize information
- Emotional difficulty is level 3; the nature of the issues dealt with can be emotionally disturbing

**Expected Environmental Conditions**
The office environment is pet-friendly. There may be opportunities for travel; bring clothes and shoes appropriate for walking in urban and suburban areas.

**Qualifications/Requirements for Intern Applicants**

- Strong communication and reading skills, as well as excellent research skills
- Must have the emotional capacity to cope with learning about animal abuse
- Must have 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
- Attentive to detail with a commitment to accuracy
- Proficiency in Microsoft Office suite (Outlook, Word, and Excel), strong familiarity with the Internet and online research tools, and general knowledge of social media including Facebook and Twitter
- Possess problem-solving capability and ability to think creatively, in a solution-oriented way
- Basic knowledge of farm animal protection issues; suggested reading for background information: [www.FarmAnimalWelfare.org](http://www.FarmAnimalWelfare.org)
- Able to use discretion, keeping in mind the confidential nature of some aspects of the work
- Maintain enthusiasm and critical thinking to help shape the campaign
- Demonstrate flexibility and an eagerness to take initiative on a variety of projects
- Able to work well independently and use good judgment
- Minimum sophomore-year college undergraduate in related field preferred

**Restrictions**
- Must be at least 18 years old
- Must be able to learn and follow guidelines and policies of The HSUS and the Campaigns Department, and follow directions given by staff
- Must submit the required paperwork and pass a background check before being assigned

**Internship Start Date**
Spring/Summer/Fall; start date is flexible

**Internship Time Commitment**
35-39 hours per week for approximately 12 weeks; a reduced schedule would be considered

**Internship Scheduling Guidelines**
Monday-Friday between the hours of 9:00 AM and 5:00 PM. If weekend or weeknight work is needed, equivalent time off will be arranged between intern and supervisor.

**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)**
Farm Animal Protection Public Policy staff member

**Additional Mentor(s)**

**Number of Concurrent Internship Openings**
2

**Additional Information**
This internship offers minimum wage, paid weekly.

Updated
1.26.2018