



Federal Affairs: Regulatory 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 a deeper understanding of numerous animal protection issues, the legislative and regulatory process, and the work at the Humane Society Legislative Fund (HSLF) while receiving job training and an educational experience. Issues include puppy mills, horse soring, horse slaughter, exotic animals, factory farms, marine mammals, endangered and threatened wildlife, animals used in research, and non-animal research alternatives.
Learning Opportunities	<ul style="list-style-type: none"> • Strengthen research, data compilation, communication, and networking skills • Develop a structured mentor/mentee relationship • Develop or strengthen animal advocacy and diplomacy skills and strategies • Learn how research assists policy work for animal protection issues • Gain exposure to federal legislative and regulatory issues related to animal protection across the country • Practice time management and organizational skills, including how to prioritize assignments and multi-task • Gain leadership experience and learn how to effectively advocate for animals • Opportunity to complete a non-credit online course related to the internship
Orientation/Training	Intern will have an orientation and be given an intern handbook. Intern will receive department-specific materials and will work closely with Regulatory Affairs staff to receive initial and ongoing training specific to the role.
Intern Responsibilities	<ul style="list-style-type: none"> • Research and draft briefing documents to present at meetings with agency officials, which highlight the important aspects of HSLF issues • Conduct legal and non-legal research as well as writing projects on federal regulations • Complete miscellaneous tasks of an administrative nature, such as printing documents for meetings and assisting Regulatory Affairs staff with maintaining agency contacts list • Attend congressional or agency meetings and hearings
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 2; majority of work occurs in an office setting; there are some required off-site activities in Washington, DC • Mental difficulty is level 4; requires researching and synthesizing information, strong verbal communication skills, proficiency in written and research skills, and the ability to read and understand academic material

	<ul style="list-style-type: none"> Emotional difficulty is level 3; intern may be involved in researching issues that are emotionally distressing, such as animal cruelty
Expected Environmental Conditions	Professional and pet-friendly office environment with some walking to outside appointments
Qualifications/Requirements for Intern Applicants	<ul style="list-style-type: none"> Strong interest in animal protection issues Must be a second- or third-year law student with superior legal research and writing skills; a background in administrative law, environmental law, or animal law is preferred Strong communication skills and fluency in English Possess problem-solving capability, pay meticulous attention to detail, and have the ability to think creatively, in a solution-oriented way Thoroughly experienced with online legal research tools such as Lexis and Westlaw research systems Proficient in Microsoft Word and Excel Demonstrate flexibility and ability to adapt to changing priorities, willingness to take initiative on a variety of projects, and have a strong work ethic Maintain a high level of professionalism in attitude and appearance, on the telephone and in person with staff, members of the public, congressional staff and agency officials Able to use discretion, keeping in mind the confidential nature of some aspects of the work Able to work independently with moderate levels of direct supervision Must work well as a member of a team, with a high level of accountability, integrity, and good judgment Able to tactfully deal with challenging questions or opposing viewpoints Able to learn, retain, and relay information relating to the organization Able to inform others about the issues we work on, our positions, and our goals Eager to learn from and work closely with supervisor and Regulatory Affairs staff
Restrictions	<ul style="list-style-type: none"> Must be a second- or third-year law student Must be able to learn and follow guidelines and policies of the HSLF, and to 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	<p>Fall, winter and spring sessions: Minimum 10 hours per week for at least 10 weeks.</p> <p>Summer session: Priority consideration is given to those who can commit to 40 hours per week for at least 10 weeks.</p>
Internship Scheduling Guidelines	Monday-Friday between 9 a.m. and 5 p.m.
Tools/Equipment Provided (including Personal Protective Equipment)	Standard office equipment including a computer, phone and Internet
Optional Tools/Equipment	n/a
Supervisor(s)	<p>Coordinator, Federal Affairs</p> <p>Senior Legislative Specialist, Federal Affairs</p>

Additional Mentor(s)	PAC and Compliance Manager, HSLF
Number of Concurrent Internship Openings	1
Additional Information	
Updated	10.17.2017