



### State Affairs Legislative Assistant Volunteer

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

<b>Work Location</b>	Opportunities exist in select states with a state director
<b>Position Grade</b>	<b>1</b> ; background check not required
<b>Purpose of the Position</b>	Volunteers provide assistance to the state director in carrying out national, state, and local legislative agenda items and priorities within the state.
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Draft and send letters related to various animal protection bills</li> <li>• Monitor bills and track which legislators support/oppose</li> <li>• Help determine legislative priorities by attending city, county, and state hearings as well as meetings on animal-related ordinances to learn about relevant issues; inform state director about content, etc.</li> <li>• Contact HSUS supporters/legislators' constituents for support on legislation</li> <li>• Keep state director updated in a timely manner</li> </ul>
<b>Level of Difficulty</b> <b>1=easy/5=demanding</b> (physical, mental, emotional)	<ul style="list-style-type: none"> <li>• Physical difficulty is level 2; volunteers will likely have very little physical activity related to their work, aside from attending hearings and meetings</li> <li>• Mental difficulty is level 4; requires critical thinking and in-depth knowledge of issues, as well as the ability to work well independently and use good judgment</li> <li>• Emotional difficulty is level 3; any contact with the public can result in interactions with people in a heightened emotional state because the nature of the issues</li> </ul>
<b>Expected Environmental Conditions</b>	Most of the work can normally be done remotely in a home office; volunteers will be expected to attend meetings and events in their community as needed, with the potential for travel to the state capitol.
<b>How Often Volunteers Work On-site</b>	Most of the work can be done remotely though volunteers may need to travel to state capitol.
<b>Orientation/Training</b>	Volunteers will be trained on the particular aspects of their role, including overview of issues The HSUS works on, volunteer handbook covering HSUS policies, and materials regarding State Affairs department-specific practices.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Learn about the legislative process and the federal, state, and local laws that affect animals across the state</li> <li>• Strengthen critical thinking, online research, problem-solving, and communication skills</li> <li>• Learn how to be most effective as an animal advocate</li> </ul>
<b>Position Start Date</b>	Ongoing
<b>Initial Minimum Commitment</b>	Volunteers commit to work for three-four hours per week during legislative session
<b>Scheduling Guidelines</b>	Flexible; volunteers will work out a schedule with state director
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>• Able to effectively communicate verbally and in writing</li> <li>• Strong reading, critical thinking, research, and editing skills</li> <li>• Attentive to detail</li> <li>• Demonstrate flexibility and show initiative on a variety of projects</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to understand the importance of collaboration and compromise in legislative efforts</li> <li>• Willingness to support our work with legislators of all political persuasions and maintain professionalism in attitude and appearance</li> <li>• Must be proficient in Microsoft Office suite (Word and Excel)</li> <li>• Able to use discretion, keeping in mind the confidential nature of some aspects of the work</li> <li>• Able to tactfully deal with challenging questions or opposing viewpoints from the public</li> <li>• Ability to think creatively, in a solution-oriented way</li> <li>• Able to understand The Humane Society of the United States' (HSUS) policies and positions and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS</li> <li>• Able to learn and demonstrate a familiarity with HSUS' major campaigns and mission</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Volunteers must be at least 18 years of age; exceptions to this will be made at the discretion of the state director</li> <li>• Must be able to learn and follow all guidelines and policies of The HSUS and follow directions</li> <li>• Must have access to a computer with internet access and Microsoft Office, as well as a phone for easy communication</li> <li>• Must submit the required paperwork before being assigned</li> </ul>
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	n/a
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	State director in assigned state (first initial/last name@humanesociety.org) or (state@humanesociety.org)
<b>Number of Concurrent Volunteer Openings</b>	1-3 individuals, dependent upon how many bills state director is handling in a given year
<b>Additional Information</b>	Legislative Assistant Volunteers help successfully move forward the HSUS agenda to make the world a more humane place; they will be able to increase the state director's capacity to expand the legislative arm of our mission of Celebrating Animals and Confronting Cruelty. Volunteers will have the opportunity to learn about animal protection issues and policy at the national, state, and local level.
<b>Updated</b>	1/10/2014