



**Humane
World for
Animals™**

Formerly called the Humane Society of the
United States and Humane Society International

Volunteer Position Description

Policy volunteer

The following explains what we typically expect from volunteers in this role, but we may change the expectations of the role at any time.

Department	Outreach, Engagement and Training
Work location	Remote; U.S.-based role
Position start date	Flexible
Number of volunteer openings	Individual opportunity, varies by state
Background check	Background check includes criminal background, sex offender search and social security number trace.

Purpose of the position

- Support U.S. federal animal protection bills and assist with state and local efforts as needed.
- Support Humane World for Animals' mission, policies and priority animal protection issues as directed by program staff, including our efforts to end puppy mills, factory farms, the fur trade, trophy hunting, animal cosmetics testing and other cruel industries.
- This role helps volunteers build advocacy skills and gain an understanding of public policy to make a real difference for animals.

Volunteer responsibilities

- **Act on alerts:** Monitor email at least weekly and respond promptly to the action alerts sent from the volunteer program by completing the tasks and reporting back your activities.
- **Engage in policy advocacy:** With the support of volunteer program staff, learn the legislative process and when requested, actively engage in federal policy advocacy and state and local involvement. Such actions may include:
 - Calling, emailing and meeting with legislative offices to lobby support on priority animal protection bills.
 - Submitting comments to government agencies on proposed regulations or rules.
 - Drafting and submitting letters to the editors of local newspapers.
 - Providing written or verbal testimony for legislative or regulatory hearings.
 - Representing Humane World at local events to inform the public about our work.
- **Build relationships with lawmakers:** Develop professional relationships with elected and appointed officials and their staff. With support from program staff, schedule a virtual or in-person meeting annually with the office of at least one legislator.

- **Mobilize your community:** Encourage others to act on animal protection alerts and help build awareness in your network and community.
- **Stay informed:** Attend educational webinars and volunteer meetings provided by the volunteer program.
- **Report your work:** Track and report volunteer hours and activities. Volunteers without service hours for three consecutive months will be considered inactive.
- **[Optional] Support critical outreach efforts:** Policy volunteers may be invited to participate in optional phone banking for high-priority campaigns.

Level of difficulty (1=easy/5=demanding)

- Physical difficulty is rated level 2; most work is performed from your own home.
- Mental difficulty is rated level 3; possess proficient verbal and written communication skills and computer competency, follows instructions.
- Emotional difficulty is rated level 3; volunteers may be exposed to animal suffering and cruelty by reading action alerts and attending educational webinars.

Expected environmental conditions Primarily indoors/home office environment.

How often volunteers work on site Some activities require on site locations.

Orientation/training

- Orientation session with program staff.
- Online, self-paced training materials.
- Paired with peer mentor.

Learning opportunities

- Opportunity to learn about [the organization's mission](#) and take action on a variety of issues to support our work.
- Develop an understanding of the policy-making process and the broader political landscape.
- Strengthen legislative advocacy skills.
- Access to exclusive training such as webinars and workshops.

Initial minimum commitment Given the gradual nature of public policy reform, we ask volunteers to commit to at least one year, with a preference for continued involvement. Volunteers typically dedicate 2-4 hours per month to this role, with most advocacy alerts taking 30 minutes to an hour to complete.

Scheduling guidelines

- Flexible; volunteers must be available for a 30-minute introductory session with program staff, Monday through Friday between 9am – 5pm ET.
- Some advocacy actions are most effective when completed during standard business hours.
- Monthly virtual trainings are typically held in the evening, with recordings available for those who cannot attend live.

Qualifications/requirements for volunteer applicants

- Able to maintain a non-partisan approach to further our animal protection policy issues.
- Able to maintain professionalism in both attitude and appearance, with the ability to present yourself publicly in a respectful, well-prepared, and courteous manner.
- Strong interpersonal skills and the ability to communicate effectively and without judgment.
- Proficient computer and writing skills.
- Able to adapt if priorities change quickly.
- Able to be discreet, keeping in mind the confidential nature of some aspects of the work.
- Attentive to detail and commitment to a high level of integrity.
- Respect, civility, and the ability to represent the values of diversity, equity and inclusion when interacting with the public or when representing the organization is essential. We strive for an environment that values individuals and we work to integrate a wide range of cultural perspectives in our approach.
- A general knowledge of social media and a willingness to post relevant animal protection content on personal social media accounts is recommended.
- Prior legislative advocacy experience and general knowledge of the legislative process is preferred but not required.

Restrictions

- Must be able to learn and follow guidelines and policies of Humane World for Animals and the Outreach, Engagement and Training department and follow directions given by staff.
- Must complete digital interview, pass a background check, and submit required paperwork before volunteering.
- Must be a minimum of 18 years of age.
- Must be a resident of the United States.
- Must be willing to register to vote (if eligible) and commit to participating in U.S. primary and general elections.
- This program cannot fulfill court-ordered community service requirements.

Tools/equipment provided (including personal protective equipment) n/a

Optional tools/equipment n/a

Supervisor(s) Policy Volunteer program team, policyvolunteer@humaneworld.org

Additional information

- This is an advocacy position with no direct contact with animals.
- Volunteers work independently under the direction of program staff.
- We are unable to reimburse for out-of-pocket expenses related to volunteer activities in this role.