



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 & Training
Supervisor(s)	Policy volunteer program staff
Position start date	Ongoing
Work location	Remote
Expected environmental conditions	Remote environment
How often volunteers work on site	N/A

Background check Background check includes criminal background, sex offender search and social security number verification.

Purpose of the position

- Support Humane World for Animals' policies and priority animal protection issues, including our efforts to end puppy mills, factory farms, the fur trade, trophy hunting, animal cosmetics testing and other cruel industries.
- Policy volunteers support U.S. federal animal protection bills and help with state and local efforts as needed. This role helps volunteers build advocacy skills and gain an understanding of public policy to make a real impact for animals. This is a remote volunteer position focused on legislative advocacy without direct animal care.

Volunteer responsibilities

- **Take Action on Alerts:** Respond promptly to action alerts issued by the volunteer program by completing requested tasks and reporting activities.
- **Engage in Policy Advocacy:** With the support of volunteer program staff, actively engage in federal policy advocacy and state and local involvement when needed. Such actions may include:
 - Calling and emailing 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 the organization at local events and educating the public on the organization's work.
- **Build Relationships with Lawmakers:** Develop professional relationships with elected and appointed officials and their staff and learn the legislative process.

- **Meet with Legislators:** Schedule at least one virtual or in-person meeting each year, with the office of at least one federal legislator.
- **Mobilize Your Community:** Encourage others to act on animal protection alerts and help build awareness in your network and community.
- **Support Critical Outreach Efforts:** Volunteers may optionally take part in nationwide phone banking for high-priority campaigns.
- **Stay Informed:** Attend educational webinars and volunteer meetings provided by the program.
- **Report Your Work:** Track and report volunteer service hours and activities to support the program's goals. Volunteers with zero hours logged for three consecutive months will be considered inactive and may be removed from the program.

Level of difficulty *1=easy/5=demanding (physical, mental, emotional)*

- Physical difficulty is rated level 2; the majority of work is performed in a home office setting.
- Mental difficulty is rated level 3; able to work remotely and independently, follow instructions well, self-motivated and have strong verbal and written communication skills. Computer literacy skills are essential.
- Emotional difficulty is rated level 3; working in this field often means bearing witness to animal suffering and cruelty; requires self-awareness and interpersonal skills and professionalism.

Orientation/training

- Orientation meeting with program staff
- Online training materials
- Paired with peer mentor

Learning opportunities

- Develop an understanding of animal protection issues, the policy-making process, and the broader political landscape.
- Strengthen legislative advocacy, communication, and strategic thinking skills.
- Access to exclusive training such as webinars and workshops.

Initial minimum commitment

The legislative process is slow, and meaningful progress takes time. Volunteers' dedication is crucial for advancing animal welfare. 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 spend 2-4 hours per month, with most advocacy alerts taking one hour or less to complete.

Scheduling guidelines

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



Qualifications/requirements for volunteer applicants

- Support the organization's mission, policy priorities, and positions on animal protection issues as directed by program staff.
- Monitor email at least weekly and respond promptly to program requests.
- Call and email legislators.
- Meet with legislators in-person or virtually once a year on priority animal protection issues.
- Maintain a non-partisan approach to further animal protection policy.
- 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.
- Basic computer literacy 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.
- Attention 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 knowledge of legislative process preferred but not required.

Restrictions

- Must complete digital interview, background screening and required paperwork before beginning volunteer role.
- Must be a minimum of 18 years of age.
- This is a United States-based role. Must be willing to register to vote (if eligible) and commit to taking part in primary and general elections.
- Must be able to follow guidelines and policies of the organization and the Outreach, Engagement, and Training department and follow directions given by staff.
- Access to a phone and a device with internet capabilities is required.
- This program cannot fulfill court-ordered community service requirements.

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

Optional tools/equipment n/a

Number of concurrent volunteer openings Varies by state

Additional information

This is a remote advocacy position with no direct contact with live animals. Volunteers work independently under the direction of program staff.