



Volunteer Position Description: Action Coordinator

Position Overview

Each HUMANE ACTION Pittsburgh meeting includes a list of actions for members to take, including, but not limited to, writing letters and making calls to representatives. This position supports this process by crafting the actions and delivering the information at HAP meetings.

Purpose of the Position

- Communicate important pending legislation and policies to HAP members
- Educate HAP members on local, state, and federal issues pertaining to animal welfare
- Track progress made from month to month on pending legislation

Duties and Responsibilities

- Research local, state, and federal legislation relating to animal welfare
- Craft actions so that HAP members understand what the legislation is and what their role is in supporting or opposing it
- Check in with HAP Vice President 48-72 hours prior to crafting actions to find out if there are any additional actions to include
- Send actions to HAP President 24-48 hours prior to HAP meeting
- Manage and organize changes in legislation from meeting to meeting
- Deliver actions at HAP meetings every 6 weeks

Training Requirements

HAP Vice President will provide the training necessary for this position. Training can be done in person or over Zoom meeting and should take approximately 30 minutes.

Skills and Qualifications

- Excellent communication skills — both written and spoken
- The ability to do independent research
- Basic computer literacy
- Able to work in a friendly, professional and non-partisan manner
- Self-motivated
- Ability to meet deadlines

Time Commitment Required

Approximately 4-6 hours every 6 weeks. This includes time for research, writing, and delivering the actions at the HAP general meetings.



Location

The research and writing can be conducted remotely from home or another location. Delivering the actions will be at HAP meetings, which typically take place at Humane Animal Rescue 6926 Hamilton Ave.

Benefits to the Volunteer

- Know you are key to making a difference in the betterment of animals by educating the community on important animal-related issues
- Take your passion for animal protection and put it into action
- Be a valued HAP team member
- Build your volunteer resume and develop research and communication skills

Supervisor

Natalie Ahwesh, Vice President of HAP

What Volunteers Can Expect From HAP and AWA

- Support of HAP leadership and members
- Respect and appreciation for your contribution and input