



Volunteer Position Description: Action Team Member

Position Overview

Humane Action Pittsburgh (HAP) organizes actions for members to take, including, but not limited to, writing letters and making calls to representatives. This position supports this process by agreeing to contact the legislators for whom they are a constituent in support or opposition of various bills as directed by HAP leadership.

Purpose of the Position

- Educate legislators on local, state, and federal issues pertaining to animal welfare
- Build support or opposition in government for target bills
- Convey to legislators that animal issues are important to their constituents and should be a governmental priority

Duties and Responsibilities

- Contact local, state, or federal representatives regarding bills, as directed by HAP leadership. This contact may be through phone calls, emails, letters, or petitions.
- Follow-up with legislative offices regarding support or opposition
- Report to HAP leadership with results and findings
- Help build team of fellow constituents

Training Requirements

HAP Vice President will provide the training necessary for this position. Training may be done in person or over Zoom and should take approximately one hour.

Skills and Qualifications

- Excellent communication skills – both written and spoken
- Ability to do some independent research
- Basic computer literacy
- Able to work in friendly, professional, and non-partisan manner
- Ability to meet deadlines

Time Commitment Required

Approximately 2 hours per month.

Location

The work can be done remotely.

Benefits to the Volunteer

- Know you are key to making a difference in the betterment of animals by educating legislators 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 communication and research skills

Supervisor

Natalie Ahwesh, Vice President of HAP

What Volunteers Can Expect from HAP

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

